



California Transportation Improvement Program System

Draft FTIP in CTIPS

User's Guide

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Division of Transportation Programming*

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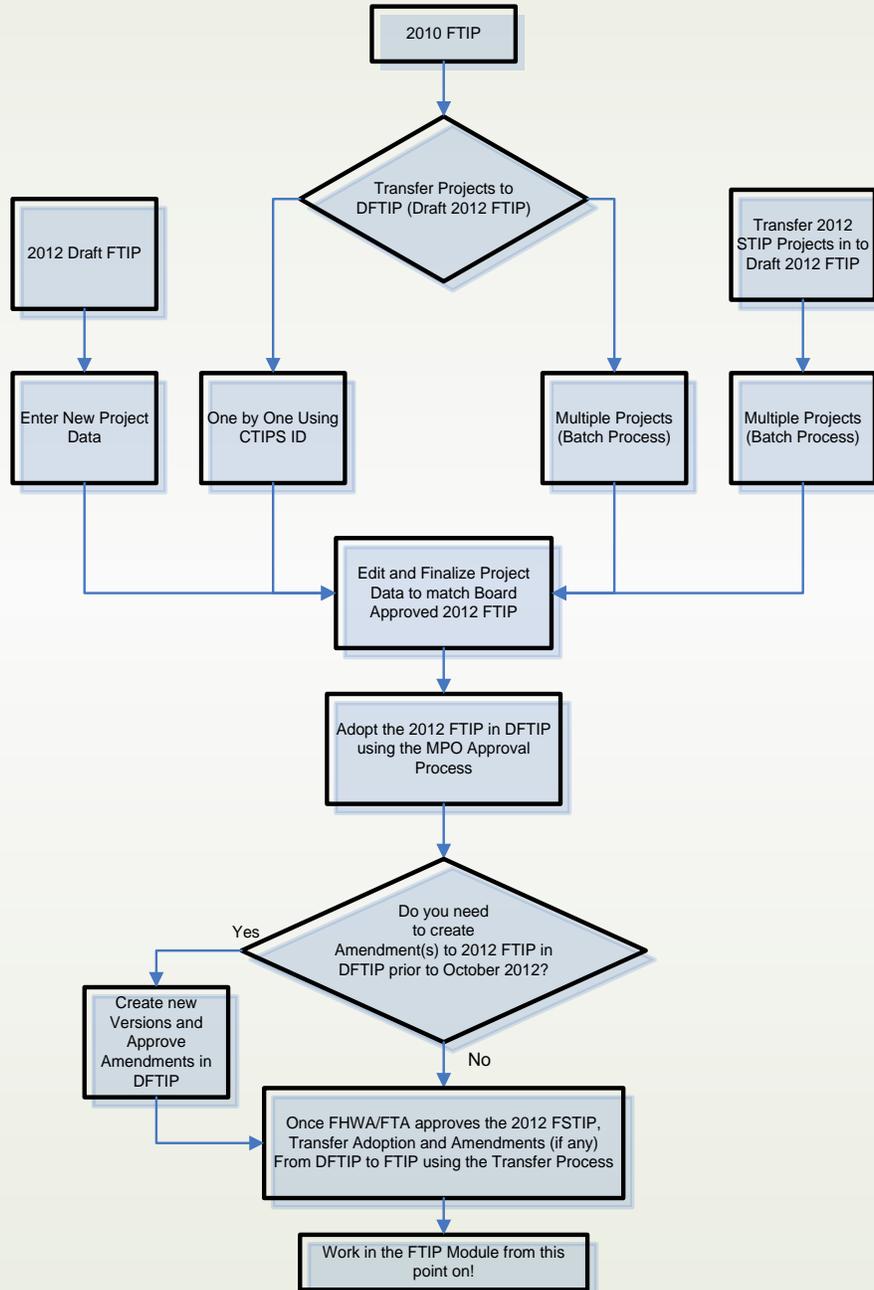
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Each of the 18 Metropolitan Planning Organizations (MPOs) is required to transmit its Federal Transportation Improvement Program (FTIP) to Caltrans during the update of the Federal Statewide Transportation Improvement Program (FSTIP). The FTIP is a compilation of all projects receiving Federal funding and projects that are regionally significant. Many MPOs use the California Transportation Improvement Program System (CTIPS) to generate their FTIPs. While CTIPS is an excellent database to generate and store FTIP project information, MPOs were not able to make changes to the projects that were common in the current FTIP and also in the proposed FTIP update (that is being developed) simultaneously. An MPO had to delete the project version from the proposed FTIP, make any changes to the project version from the current FTIP; and re-generate the proposed FTIP version of the project. To avoid such a problematic process, a “Draft FTIP module” has been created in CTIPS that will enable MPOs to work with the current FTIP and develop the proposed FTIP independently.

Features:

- MPOs can work on a project in the current 2010 FTIP and Draft 2012 FTIP at the same time.
- Using the Draft FTIP Module, MPOs can copy individual or multiple projects from the current 2010 FTIP and start preparing the 2012 Draft FTIP in CTIPS.
- MPOs can approve their 2012 FTIP and its Amendments/Administrative Modifications (if any) in the Draft FTIP area similar to the approval process in Current FTIP module.
- MPOs also have the ability to copy STIP projects from 2012 STIP in CTIPS to Draft Area. (Please note that you will have access to 2012 STIP projects only after STIP office makes 2012 STIP Official in CTIPS. Until that time, you will see only 2010 STIP projects.).
- Once FHWA and FTA approve the FSTIP, MPOs can transfer the projects from Draft FTIP area to Current FTIP area.
- Once MPOs transfer projects to Current FTIP area, MPOs will have their 2012 FTIP adopted and they will be using the FTIP area for future amendments until the next cycle (2014 FTIP).
- Once all projects are transferred to Current FTIP module, data in the Draft area will still be kept for few weeks. Once all the MPOs transfer the 2012 DFTIP data to 2012 FTIP, and when we verify that the data in DFTIP is no longer needed, the data in DFTIP will be deleted.
- When it is time to prepare the next FTIP, Draft FTIP area can be used again for the next Draft FTIP preparation.

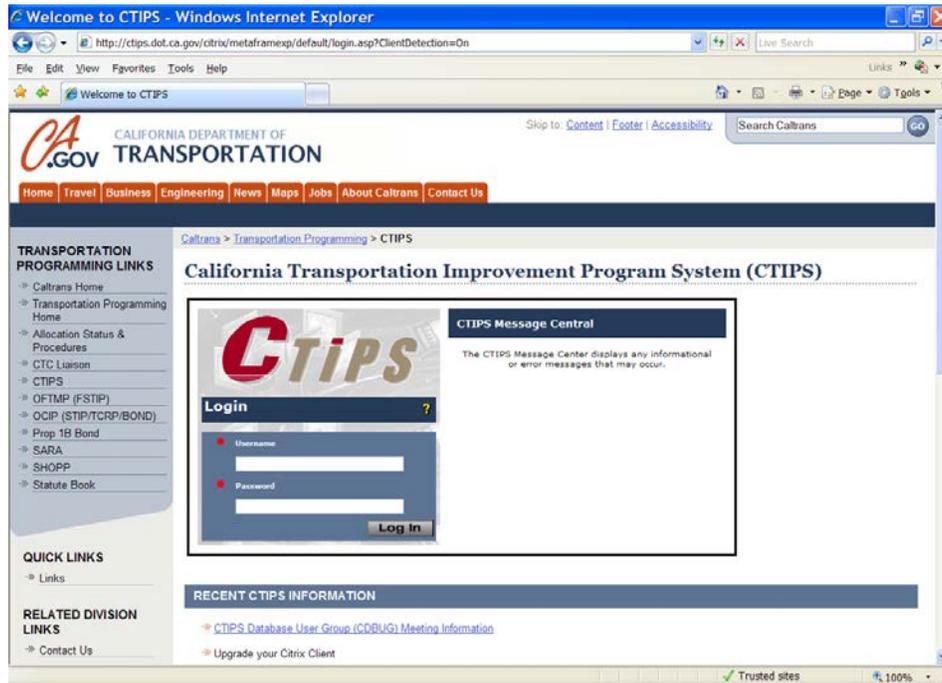
2012 Draft FTIP Module



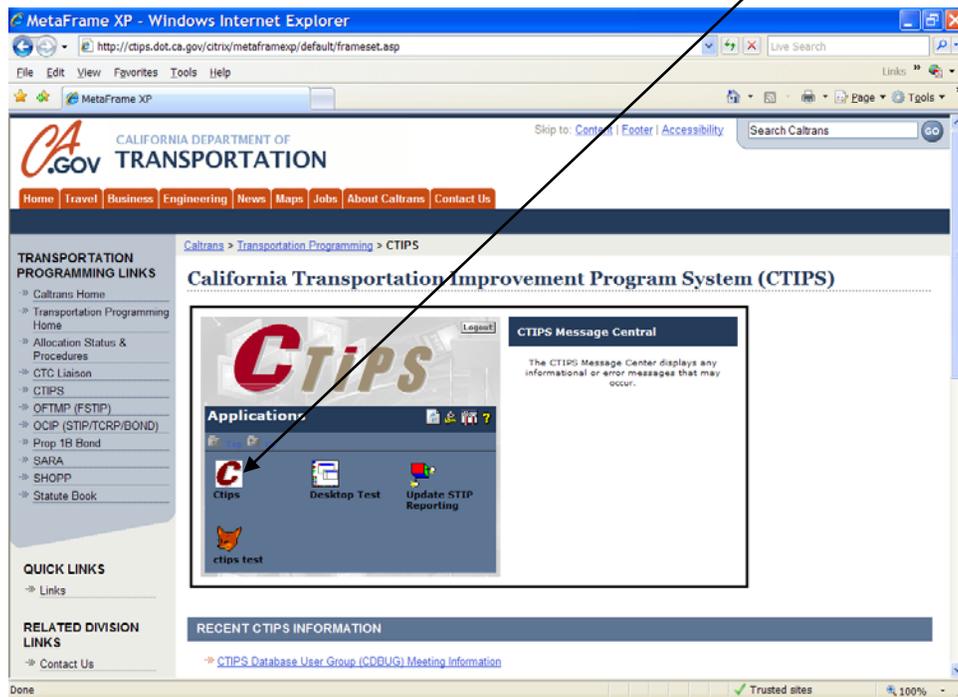
Chapter 2

CTIPS Log In and Accessing Draft FTIP

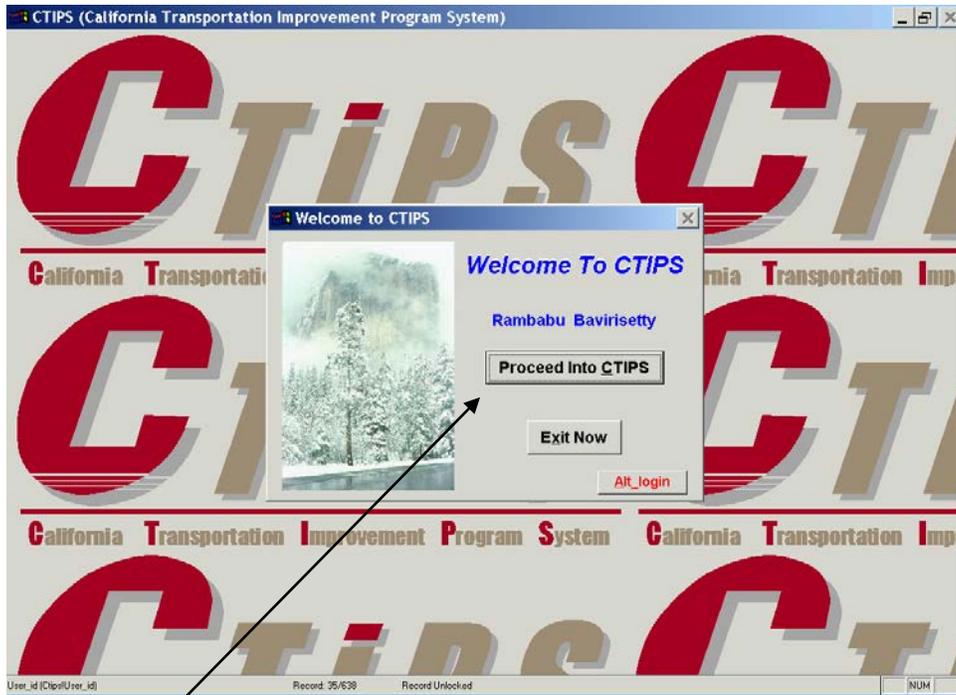
Log in to CTIPS using your Username and Password.



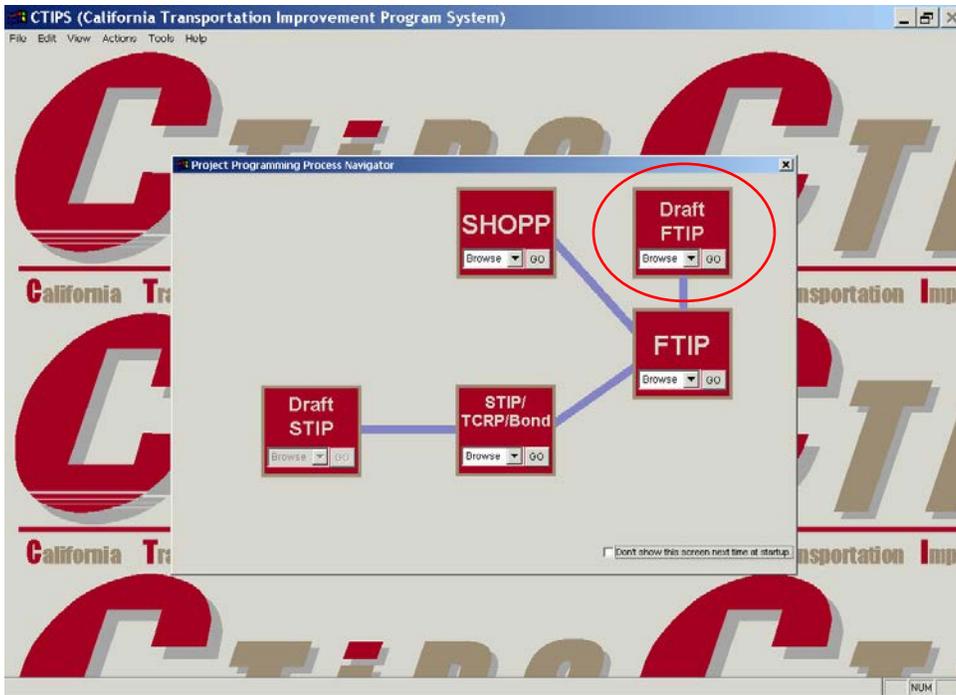
You will see the following CTIPS Applications screen. Click on the **ctips icon (with an Uppercase C picture)**. When you click this icon, you are modifying data in your official data in Production CTIPS.



You will then see the following **Welcome to CTIPS** screen.

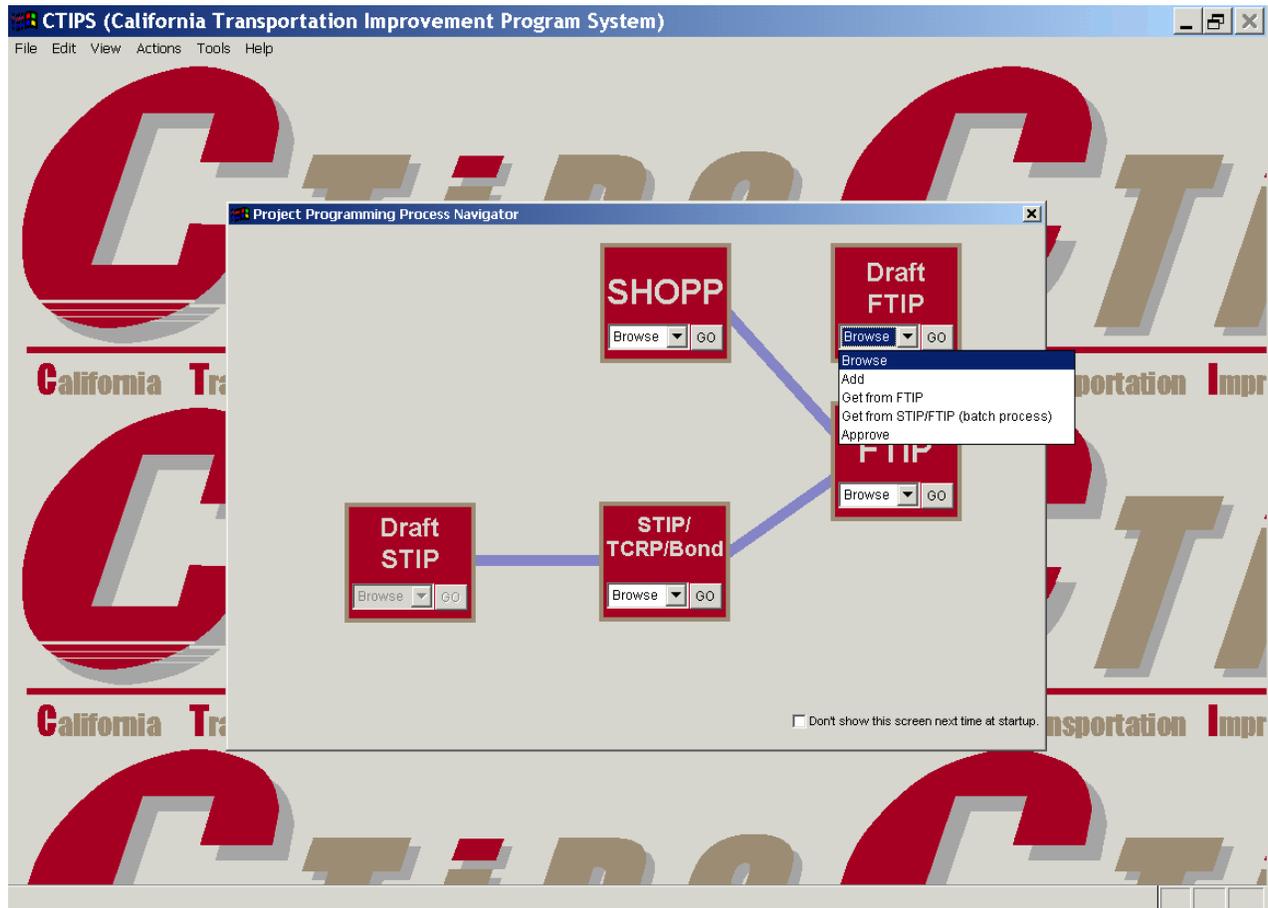


Select the **Proceed to CTIPS** button and the Project Programming Process Navigator screen will appear. You will now see the **Draft FTIP** box on the top right hand side.



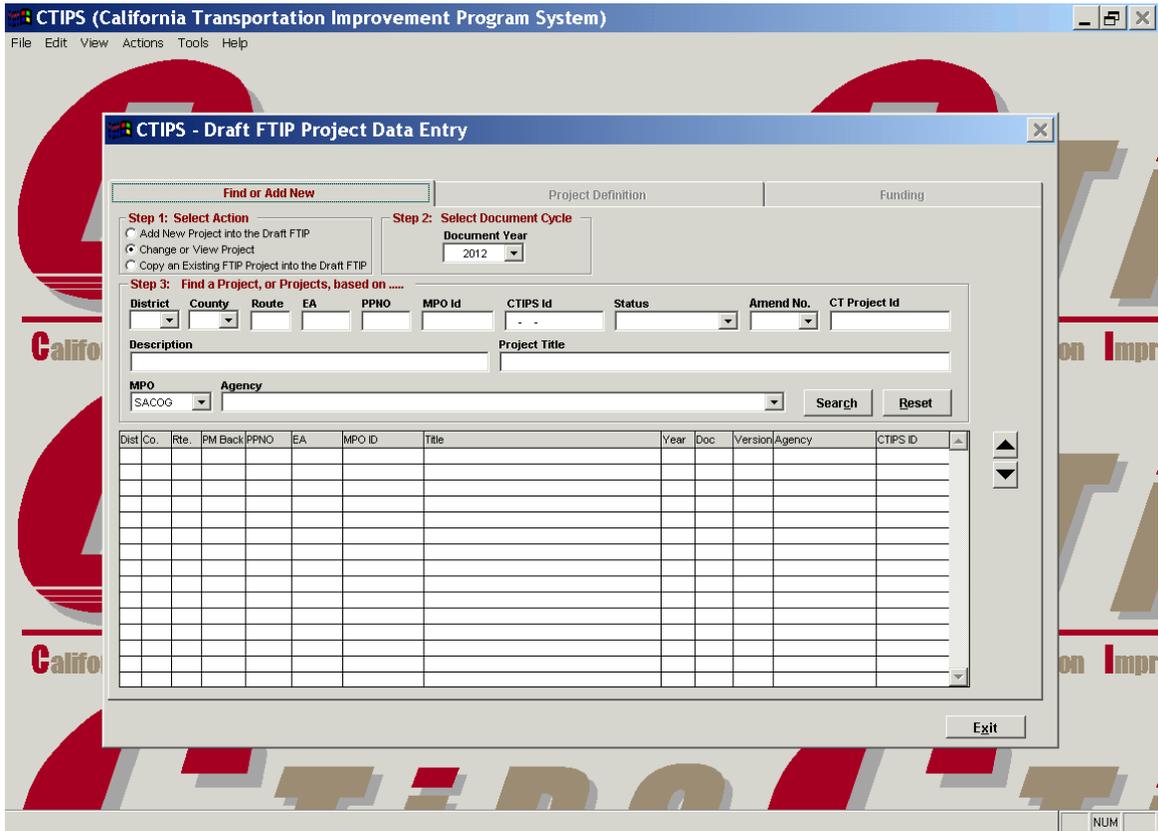
Select the drop down arrow to choose from one of the following options:

- Browse
- Add
- Get from FTIP
- Get from STIP/FTIP (batch process)
- Approve

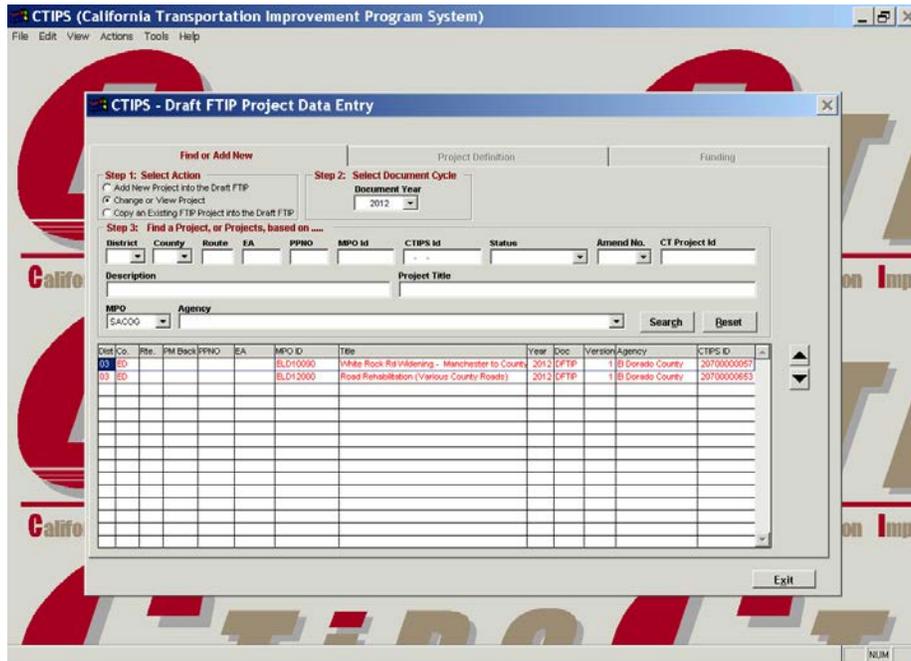


In order to find a Draft FTIP project, select **Browse** from the drop down arrow and complete the search fields as necessary to find the project you wish to review.

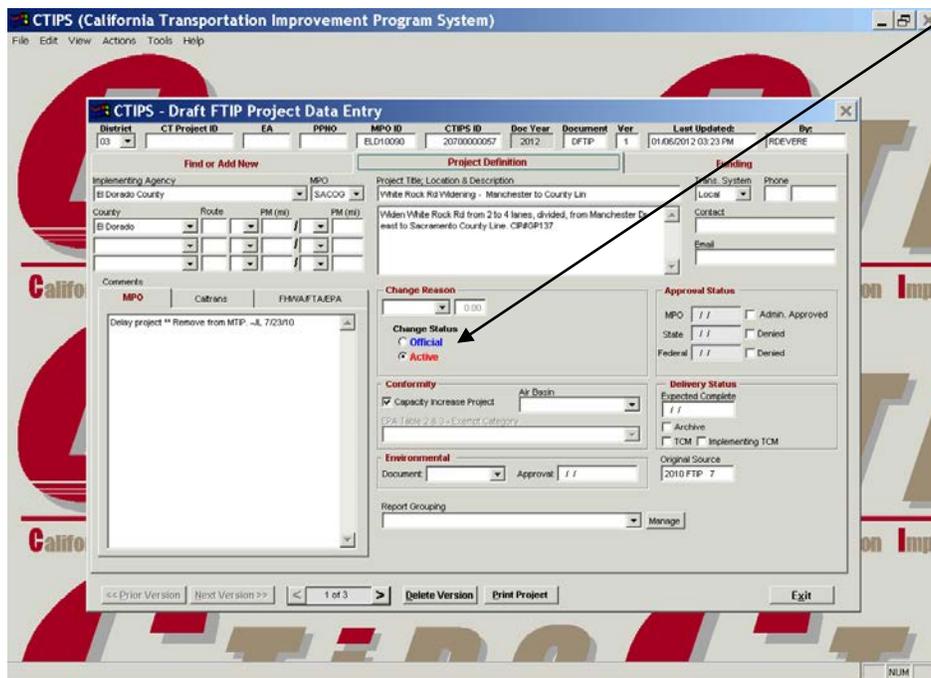
Note: This is the option you would use after you have already transferred a project(s) from the FTIP area.



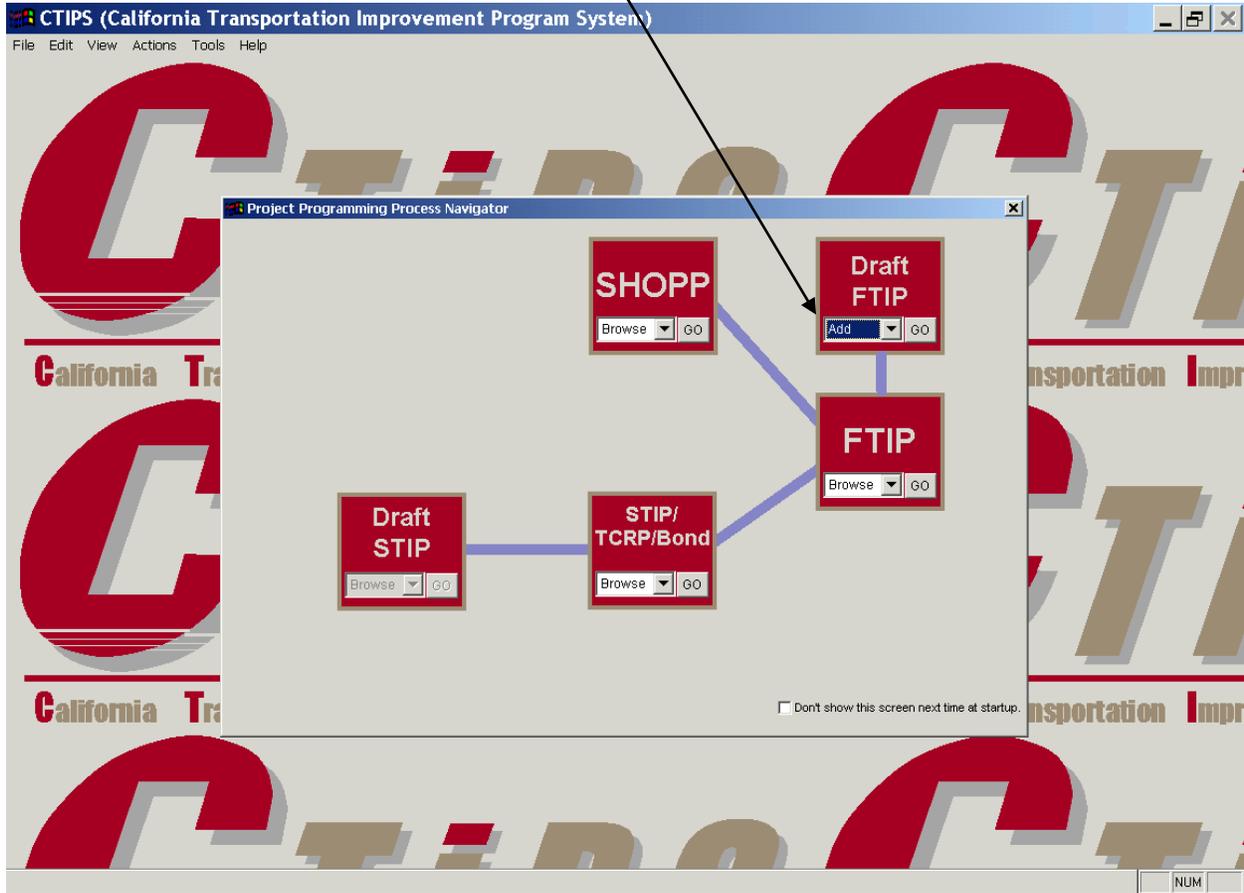
Select **2012** for the **Document Year** and then select **Search**. The list of project(s) will appear. Double-click on a project to see the project details.



You can modify the project in the Draft FTIP area as long as the project status is **Active**.



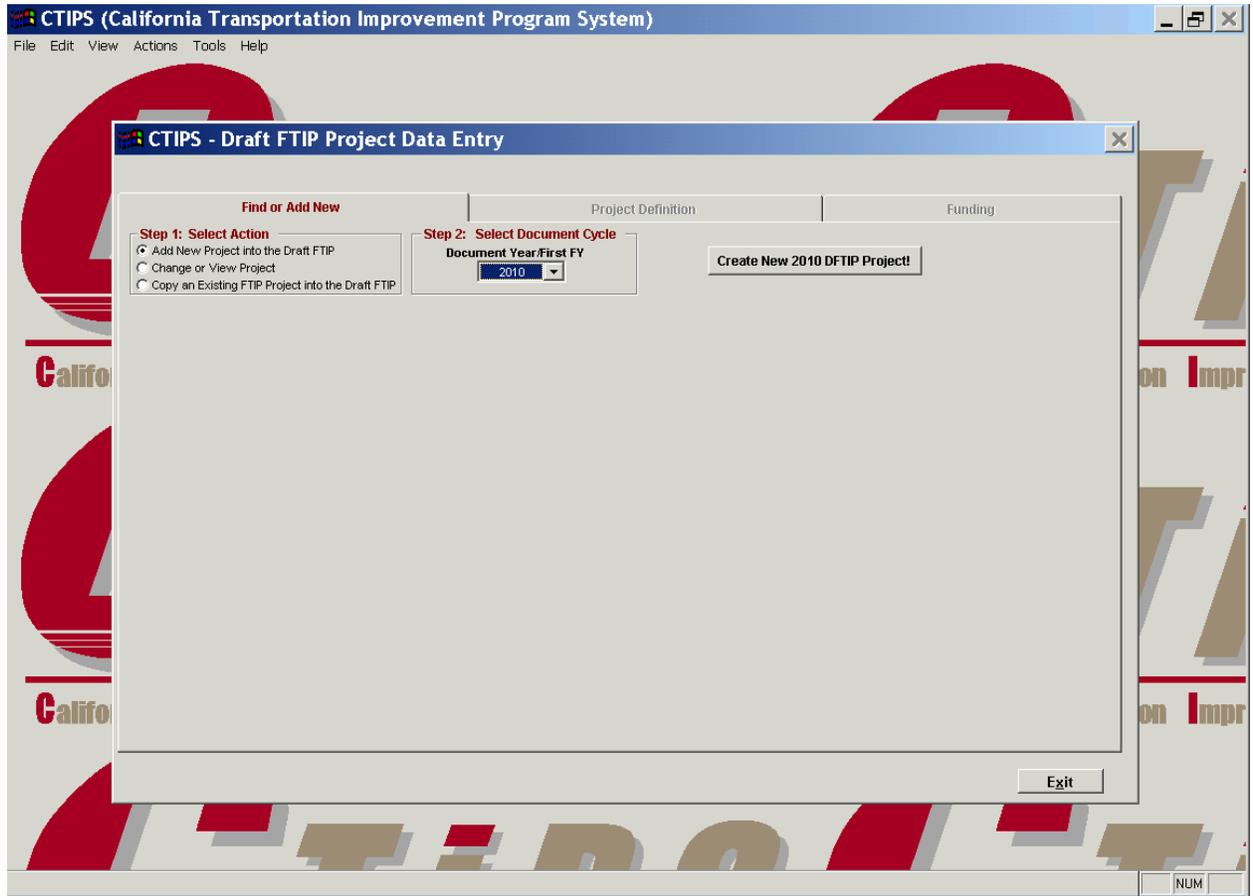
Whether you are adding a single project or multiple projects, either created in Draft FTIP or to be transferred from FTIP, choose **Add** from the drop down options and then select the **Go** button on the Draft FTIP module.



The screen below allows you to copy a project from the **FTIP** module in to the **Draft FTIP** module. There are three actions to choose from:

- Add New Project into the Draft FTIP
- Change or View Project
- Copy an Existing Project into the Draft FTIP

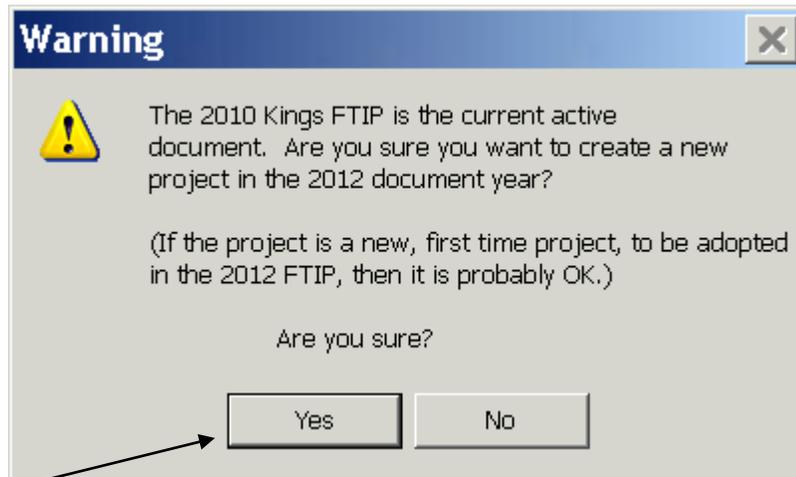
Again, make sure that you choose the **Document Cycle** as **2012**.



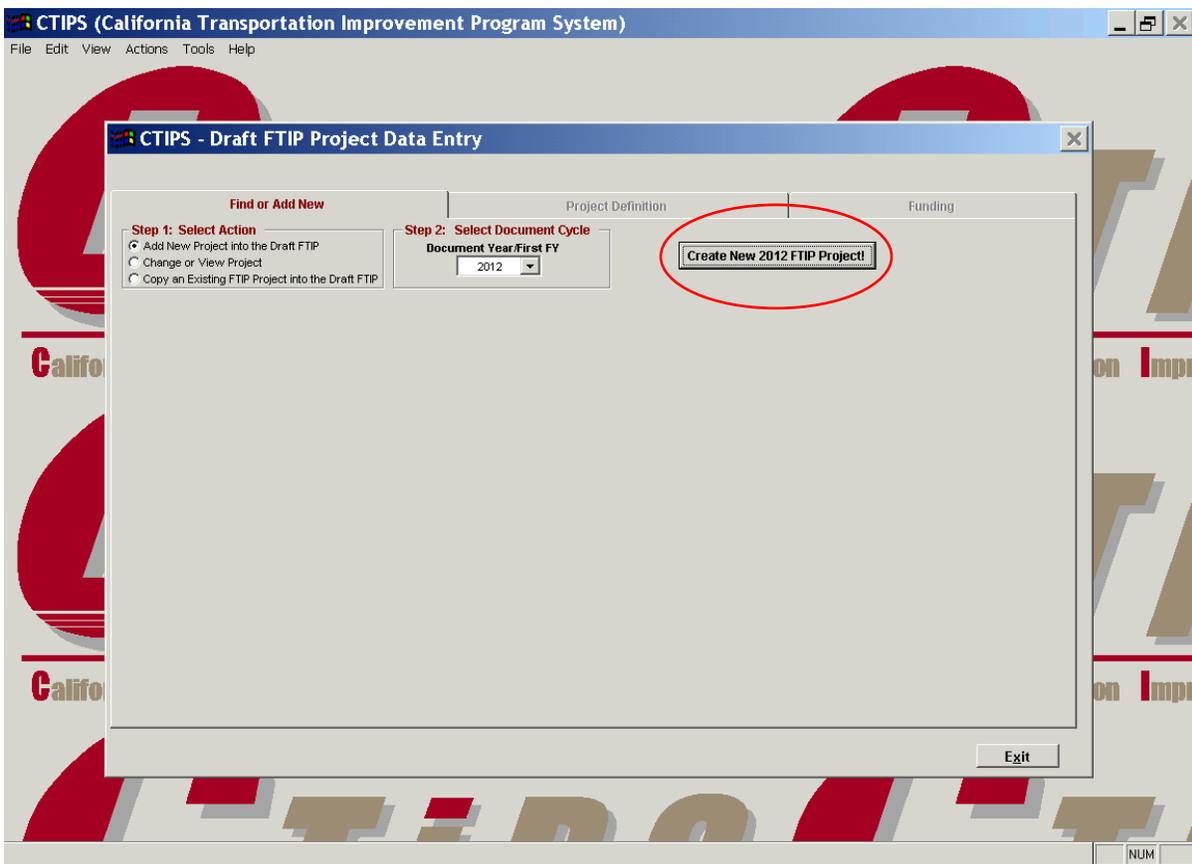
Creating a New Project

Choose the option **Add New Project into the Draft FTIP**, if you want to create a brand new project in Draft FTIP area. Then choose **2012** for the **Document Year** for next cycle.

The following screen will appear.



Select **Yes** because this is a brand new project. You will immediately see the screen below.



Select **Create New 2012 FTIP Project**. The following screen will appear.

Note: This is the same screen you would see in FTIP when adding a project.

This process will allow you to create a new project entry in to the Draft FTIP module directly.

CTIPS (California Transportation Improvement Program System)

File Edit View Actions Tools Help

CTIPS - Draft FTIP Project Data Entry

District CT Project ID EA PPHO MPO ID CTIPS ID Doc Year Document Ver Last Updated: By:

Find or Add New

Project Definition

Implementing Agency MPO

Project Title, Location & Description

Trans. System Phone

County Route PM (mi) PM (mi)

Contact

Email

Comments

MPO Caltrans FHWA/FTA/EPA

***** Version 1 - 01/06/2012 *****

Change Reason

Change Status

Official

Active

Approval Status

MPO Admin. Approved

State Denied

Federal Denied

Conformity

Capacity Increase Project Air Basin

EPA Table 2 & 3 - Exempt Category

Environmental

Document: Approval:

Delivery Status

Expected Complete

Archive

TCM Implementing TCM

Original Source

Report Grouping Manage

1 of 1

Save Cancel

Selected 19 records in 0.00 seconds

NUM

Once the project data has been entered, save the entry by clicking the **Save** button.

Note: Please refer to the CTIPS Standard Training Manual to see the minimum data required before you can save an entry.

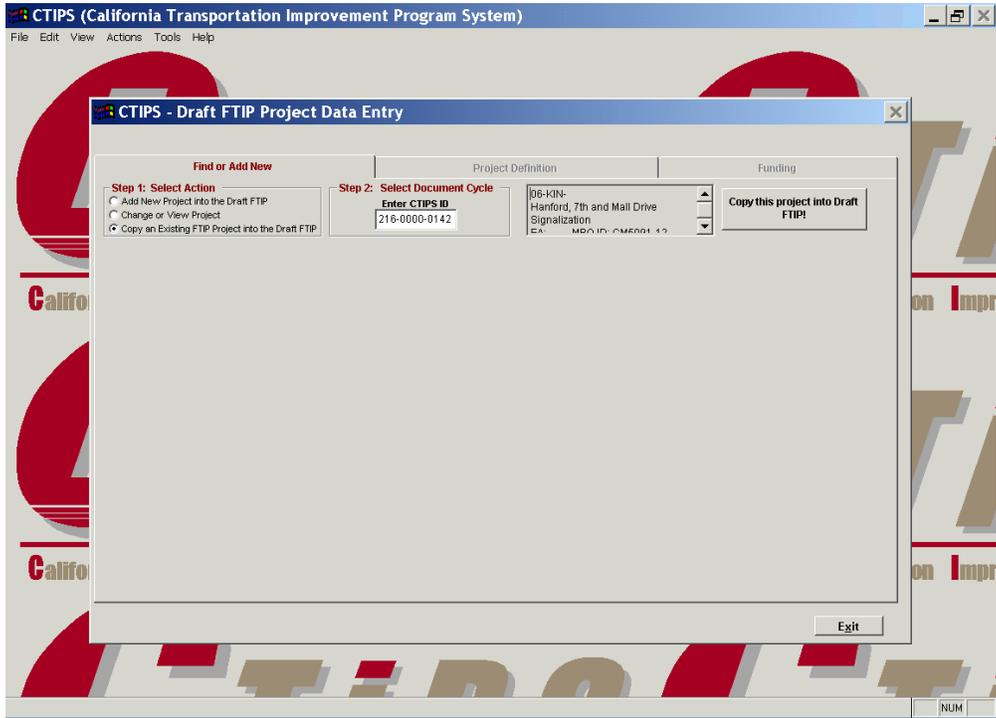
Copy a Single Project

In order to copy an existing project from 2010 FTIP to the Draft FTIP (which is 2012 Draft), you will need to follow the steps below:

1. Either select **Get from FTIP** from the Draft FTIP module or choose **Copy an Existing FTIP Project into the Draft FTIP** in you are already inside the module.



2. Locate the CTIPS ID in the 2010 FTIP module
3. Enter the number in the **Enter CTIPS ID** box
4. Verify the project information that will now be displayed in the box next to the **Enter CTIPS Id** box.
5. If correct, select **Copy this project into Draft FTIP** button



The project has now been transferred to the 2012 Draft FTIP and can now be edited.

CTIPS - Draft FTIP Project Data Entry

District	CT Project ID	EA	PPNO	MPO ID	CTIPS ID	Doc Year	Document	Ver	Last Updated:	By:
06				CM5091-12	2160000142	2012	DFTP	1	02/09/2012 03:56 PM	TKING

Find or Add New | **Project Definition** | **Funding**

Implementing Agency: Hanford, City of | MPO: Kings

Project Title, Location & Description: Hanford, 7th and Mall Drive Signalization

Trans. System: Local | Phone: []

County: Kings | Route: [] | PM (mi): [] | PM (mi): []

Project Description: In Hanford, at 7th Street and Mall Drive, Construct Traffic Signal

Contact: LOU CAMARA | Email: []

Comments

MPO | Caltrans | FHWA/FTA/EPA

***** Version 3 - 12/27/2010 *****
Change scope of project
***** Version 2 - 07/12/2010 *****
RTP page 4-64

***** Version 1 - 05/18/2010 *****

Change Reason
Adoption: 2.00 | Carry Over

Change Status
 Official
 Active

Approval Status
MPO: // | Admin. Approved:
State: // | Denied:
Federal: // | Denied:

Conformity
 Capacity Increase Project | Air Basin: SJVAB
EPA Table 2 & 3 - Exempt Category: All Projects - Intersection signalization projects.

Delivery Status
Expected Complete: // | Archive:
TCM: Implementing TCM

Environmental
Document: [] | Approval: //

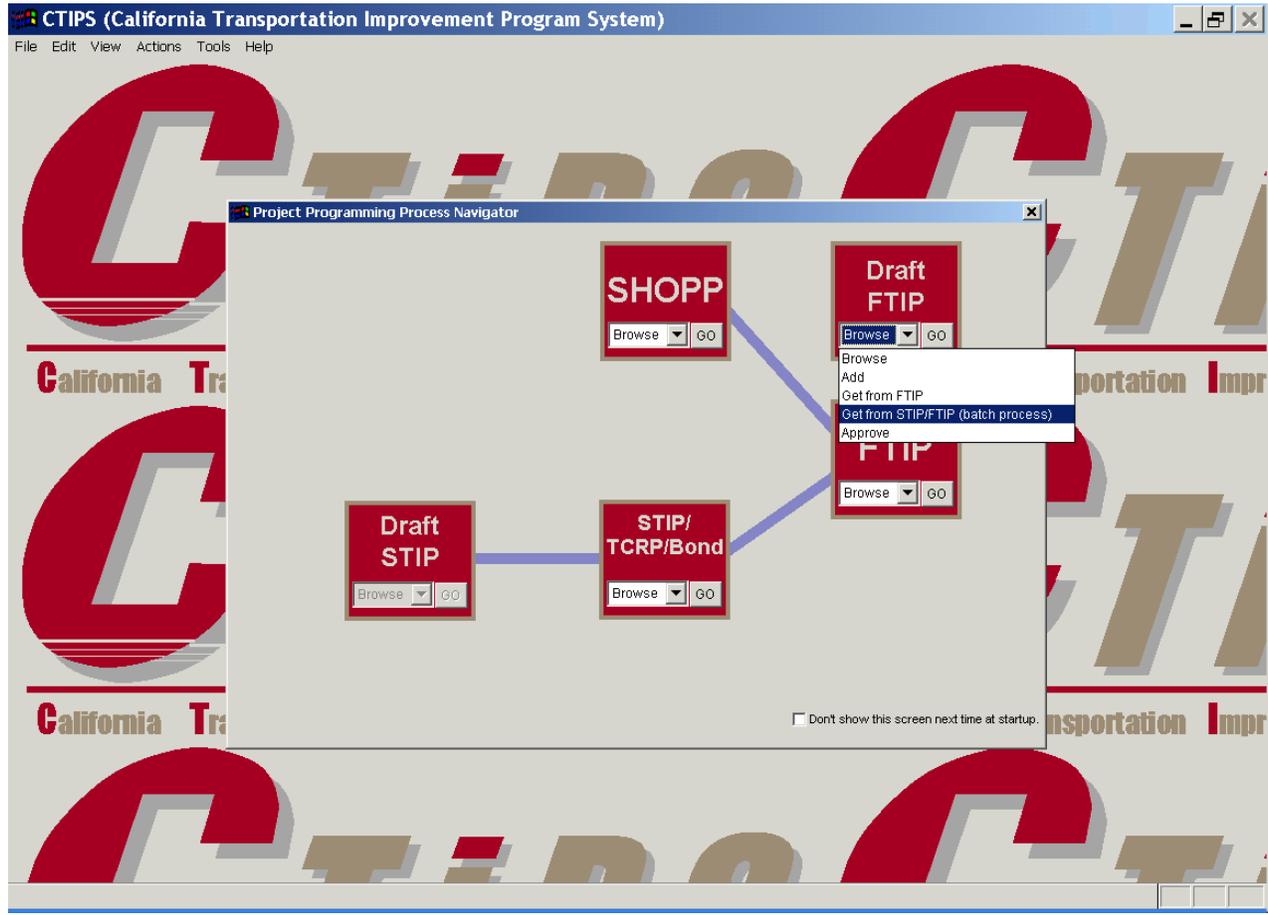
Original Source: 2010 FTIP 3

Report Grouping: Congestion Mitigation and Air Quality Program (Non-transit) | Manage

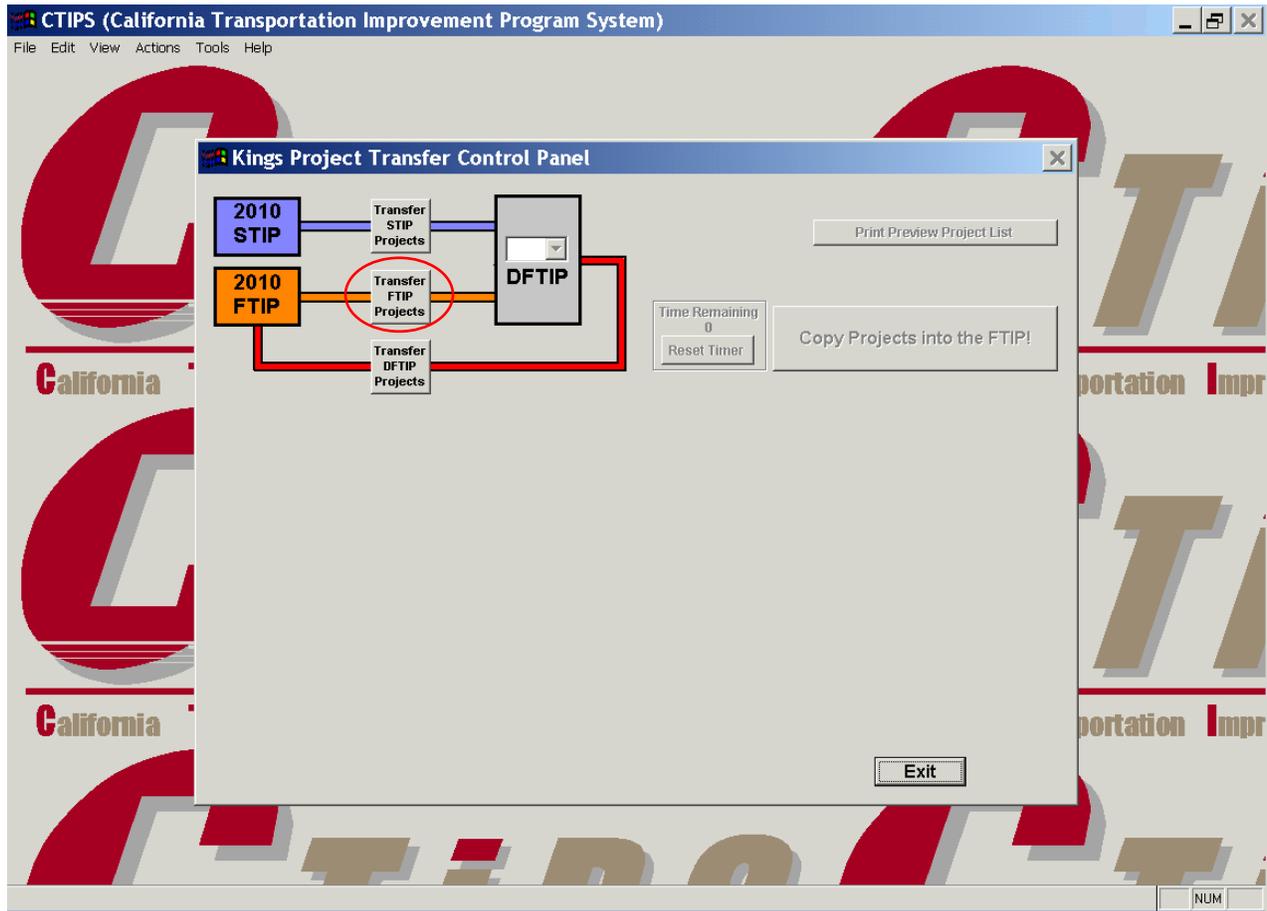
<< Prior Version | Next Version >> | < 1 of 1 > | Delete Version | Print Project | Exit

Copy Multiple Projects (Mass Transfer or Batch Process)

To copy multiple projects, select **Get from STIP/FTIP (batch process)** from the drop down arrow on the Draft FTIP module and then select **Go**. This process transfers **Official** projects only, it **does not** transfer **Active** projects.



Select **Transfer FTIP Projects**, which will connect 2010 FTIP and DFTIP (2012 Draft FTIP) modules.



Choose **2012** for DFTIP Cycle Year and the following screen will appear.

Kings Project Transfer Control Panel

2010 STIP → Transfer STIP Projects → 2012 DFTIP

2010 FTIP → Transfer FTIP Projects → 2012 DFTIP

Transfer Mode: New Draft FTIP (Carryover FTIP)

Time Remaining: 8 m - 21 s

Copy Projects into the 2012 DFTIP!

Doc.	Ver	Co	Rte	Post Mile	PPNO	EA	MPO Id	Description	Include	Change Reason
FTIP	6	KIN			6L04	PPM		Plan, program and monitor	<input checked="" type="checkbox"/>	Adoption - Carry Over
FTIP	8	KIN	198	8.6/9	4330	32550	198-19	19th Ave. Interchange	<input checked="" type="checkbox"/>	Adoption - Carry Over
FTIP	12	KIN					927831LCML509128	BNSF RAIL SPUR	<input checked="" type="checkbox"/>	Amendment - Cost/Scope/Sch. Cl
FTIP	10	KIN					FTA-5311A	KCAPTA-FTA5311 Oper Asst	<input checked="" type="checkbox"/>	Adoption - Carry Over
FTIP	10	KIN					FTA-5311B	CORCORAN - FTA5311 Oper Asst	<input checked="" type="checkbox"/>	Adoption - Carry Over
FTIP	4	KIN					TE-RES	TE Reserve	<input checked="" type="checkbox"/>	Amendment - Cost/Scope/Sch. Cl
FTIP	6	KIN	198	16.9/	4348	48750	198-12	12th Avenue Interchange on SR 198	<input checked="" type="checkbox"/>	Amendment - Cost/Scope/Sch. Cl
FTIP	1	KIN	198	21.5/	A4360Y0L050			Hanford Expressway Tree Planting	<input checked="" type="checkbox"/>	Adoption - Carry Over
FTIP	13	KIN					KIN-HBP	HBP	<input checked="" type="checkbox"/>	Amendment - Cost/Scope/Sch. Cl
FTIP	6	KIN					KIN-NER	Emergency Repair - SHOPP	<input checked="" type="checkbox"/>	Adoption - Carry Over
FTIP	6	KIN					KIN-SR2S	Grouped Proj for Safety Improvements - SR	<input checked="" type="checkbox"/>	Adoption - Carry Over
FTIP	11	KIN					KCAPTA031	KCAPTA - FTA 5307 - Operating	<input checked="" type="checkbox"/>	Amendment - Cost/Scope/Sch. Cl
FTIP	7	KIN					KCAPTA032	KCAPTA - FTA 5307 Cap	<input checked="" type="checkbox"/>	Adoption - Carry Over
FTIP	6	KIN					KINSEC130	Group Projects for Railroad/Highway Cross	<input checked="" type="checkbox"/>	Adoption -

66 Total projects selected for transfer.

Now review the list of projects that are checked (see **Include** column) to be transferred. Simply uncheck the project(s) that you do not wish to transfer at this time. Once you finalize the list, click on **Copy Projects into the 2012 DFTIP!** button. The following screen will appear.

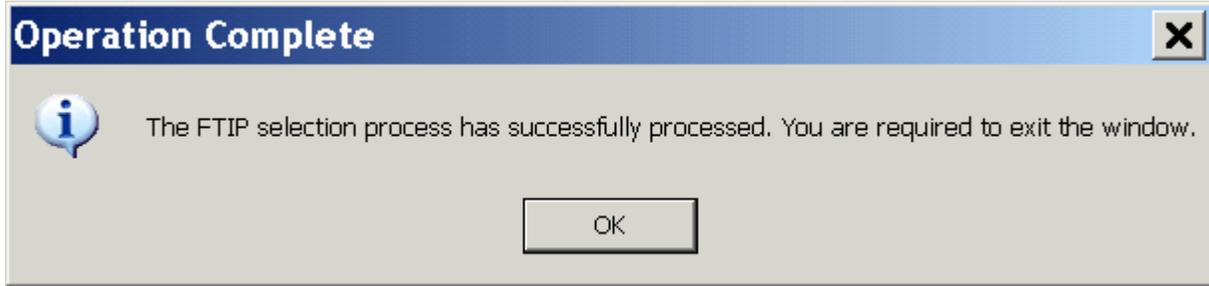
Request To Process Transferring to DFTIPs

ⓘ This procedure will copy the selected projects from the current FTIP into the DFTIP. There is no automatic way to undo this action. (You can, however, manually delete these projects one by one later in the project edit form.)

Are you sure you want to continue?

Yes **No**

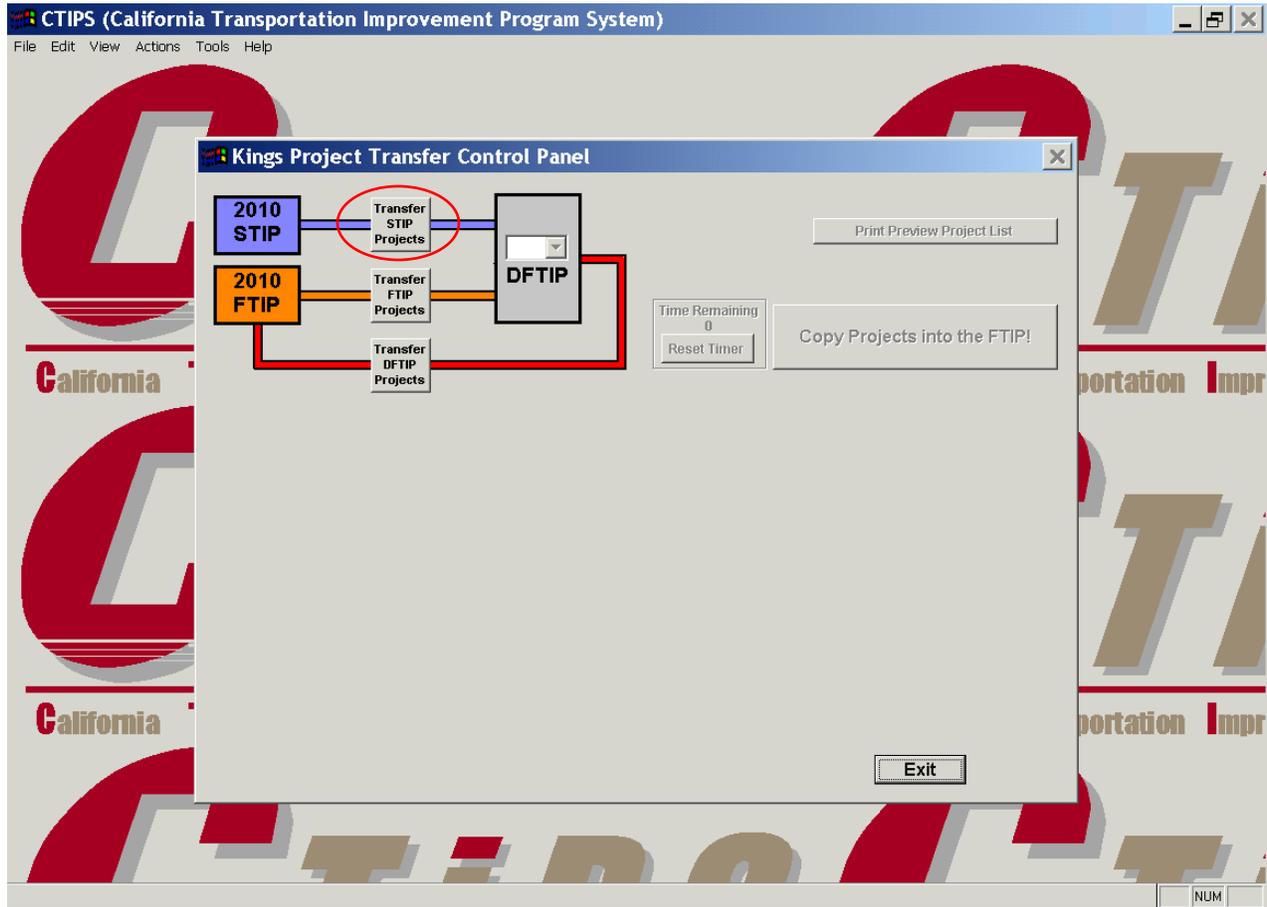
After you select **Yes**, the Operation Complete screen will appear. Click **OK** to close this screen.



During this operation, the screen will display the number of projects that were transferred from 2010 FTIP to 2012 DFTIP. Note that all projects are copied to 2012 Draft FTIP at this point.

Copy Projects from 2012 STIP to 2012 Draft FTIP

You can also transfer projects from STIP module in to Draft FTIP module. Using the same **Get from STIP/FTIP (batch process)** option or from **Actions→FTIP Management → Bring STIP into DFTIP**, you will see the screen below.

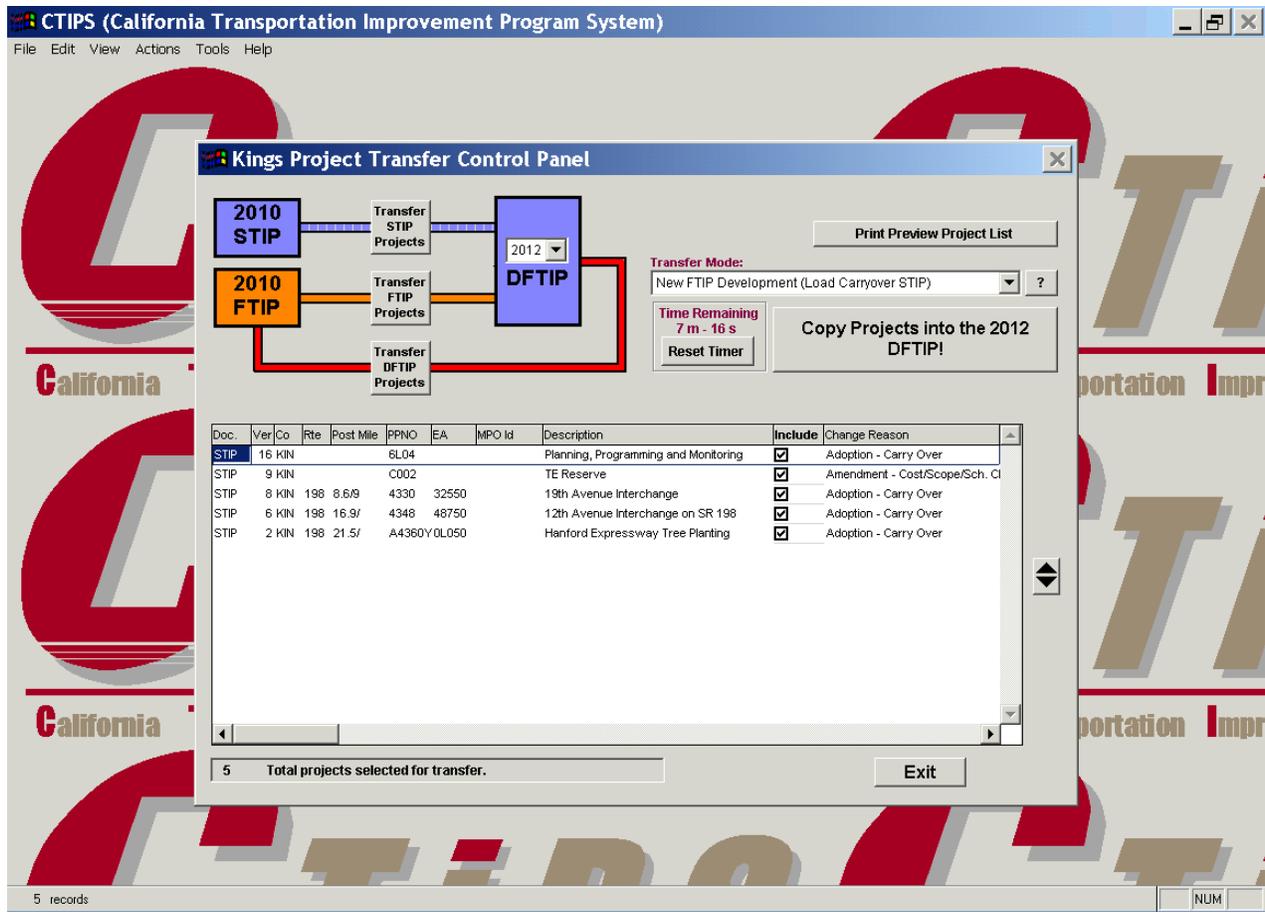


Select **Transfer STIP Projects** and choose **2012** for the **DFTIP** doc year, which links 2010 STIP and DFTIP at this time (when 2012 STIP is adopted, 2010 STIP box will become 2012 STIP) and transfers projects from STIP to Draft FTIP. The following dialog box will appear.



You will also now be able to see the flow of projects from STIP to DFTIP.

Select **OK**. The screen will now display the projects that are checked to be transferred.

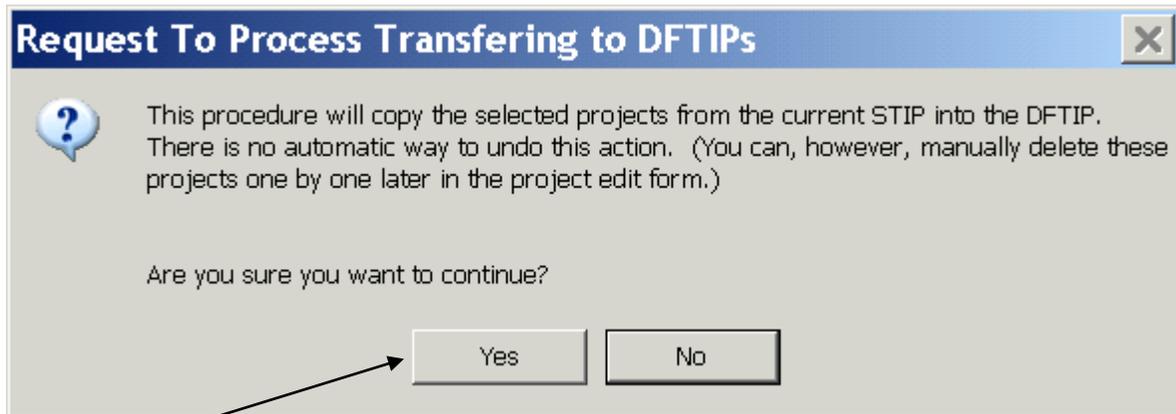


You will see this dialog box.



Click **OK**.

Uncheck any project(s) if needed and select **Copy Projects into the 2012 DFTIP!**. The following dialog box will appear.



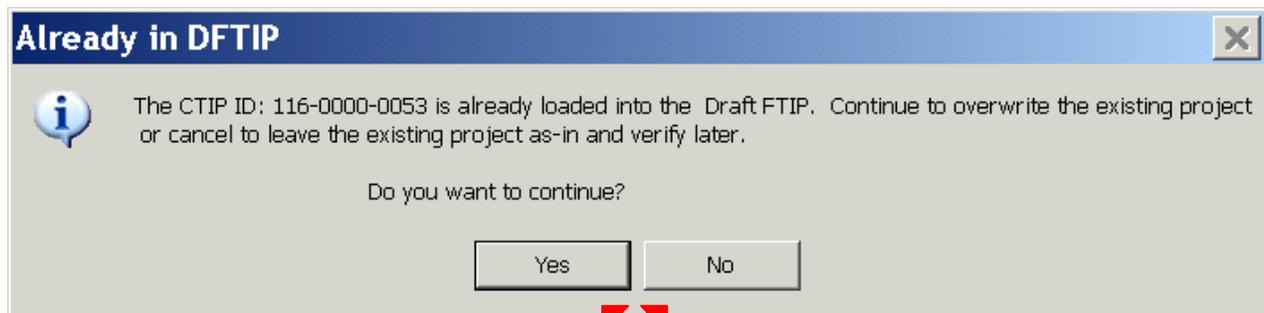
Select **Yes** to continue.

Again, you will see a warning message indicating that they will be transferred and you can delete unwanted projects one by one after they are transferred to 2012 Draft FTIP.

You will see a successful transfer message if there are no duplicate versions of this projects in DFTIP already. Select **Ok**.

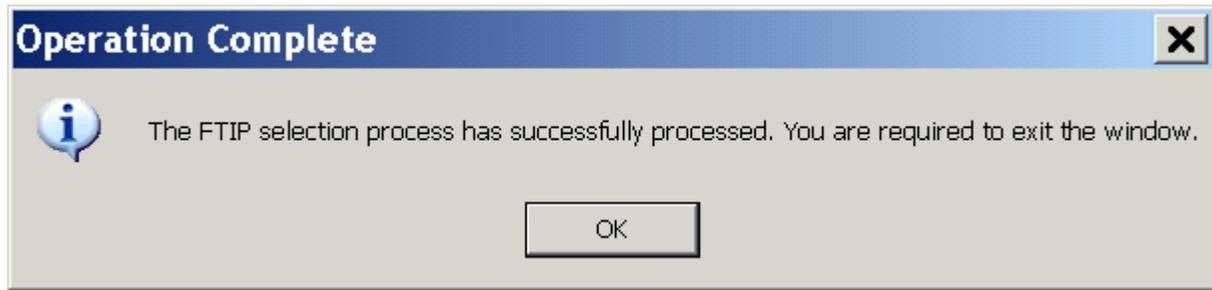


If there is a version already transferred (system compared the CTIPS ID to check if the projects are the same), then you will see the following message.

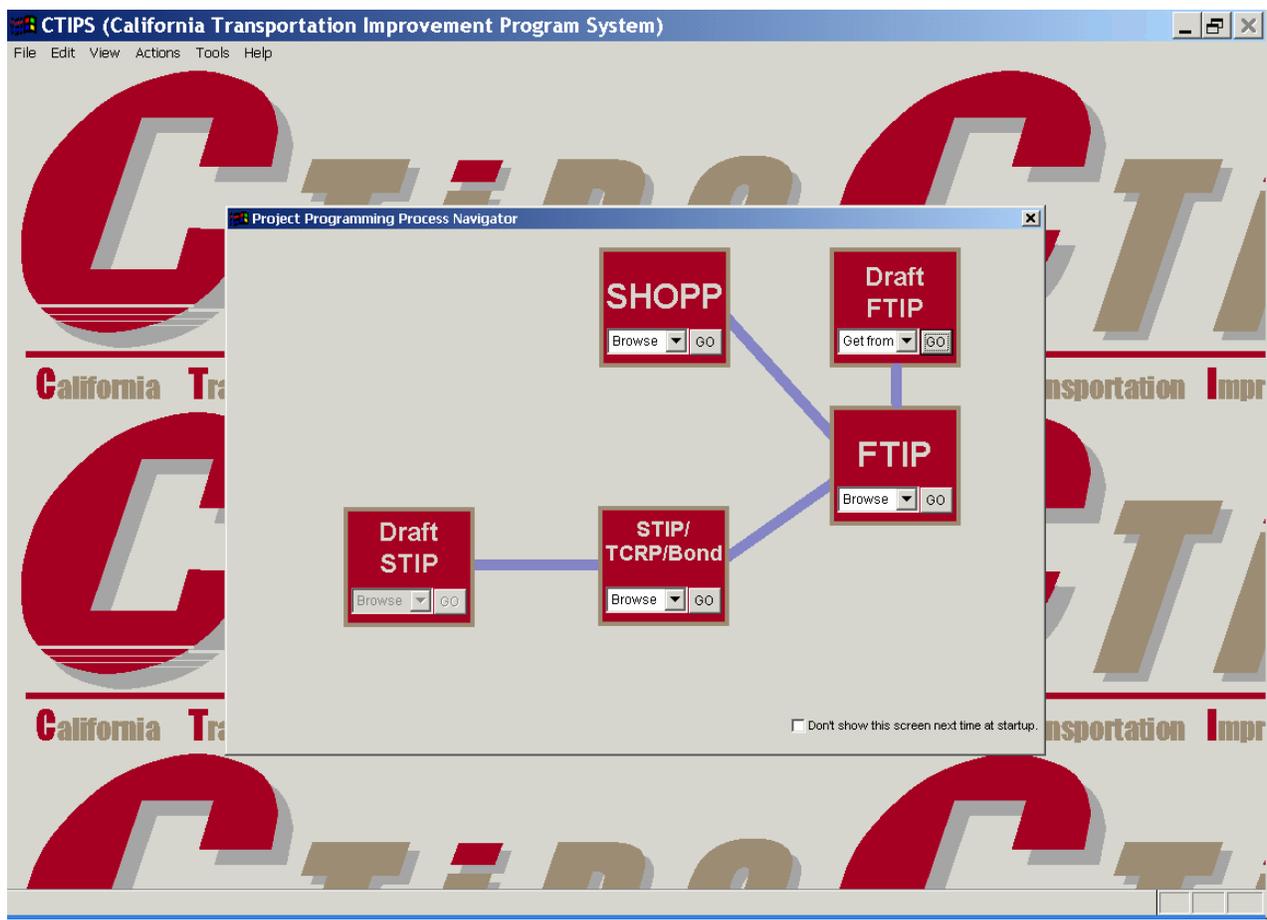


If you want to copy CTIPS ID 116-0000-0053 from the STIP to DFTIP and erase the copy you transferred from 2010 FTIP to DFTIP, select **Yes**. Otherwise, choose **No**.

This process has to be repeated for the number of projects that are already in DFTIP. When you finish this process, the following dialog box will appear.



Once you select **OK**, you will see the following Process navigator screen on which you have options to perform other actions.



Chapter 6

How to Submit & Approve Project(s)

There are three steps for the approval of the Federal Statewide Transportation Improvement Program (FSTIP): Metropolitan Planning Organization (MPO) approval, State approval and Federal approval. Each of these approval steps, along with the submittal process, will be discussed separately.

Note: In order to not have to give FHWA access to the Draft FTIP module, State and Federal approvals can wait until the FTIPs are transferred to the current FTIP module.

MPO Approval

The first step in the approval process is MPO approval. MPO users with the appropriate access rights can log into the system and select the **Approval FTIP – MPO** option from the FTIP Management menu (**Actions → FTIP Management → Approval FTIP – MPO**) or from the Pull down menu of the DFTIP or FTIP box of the Process Navigator Screen. The system verifies the users' access rights and only grants access to the projects within their MPO.

The MPO Approval Control Panel is shown below. Note that this screen is exactly what you have been using except for the **Draft FTIP** radio button now located in Step 1.

The screenshot shows the 'FTIP Approval Control Panel' window within the 'CTIPS (California Transportation Improvement Program System)' application. The window title is 'FTIP Approval Control Panel' and it is for 'Kings County'. The interface is divided into six steps:

- Step 1. Select Document Type:** Radio buttons for 'Draft FTIP' (selected) and 'FTIP'.
- Step 2. Select Document Year (Required):** A dropdown menu showing '2012'.
- Step 3. Select Approval Category (Required):** Radio buttons for 'Approve Adoption' (selected) and 'Approve Amendment'.
- Step 4. Enter Approval Date (Required):** A text box containing '08/12/2012'.
- Step 5. Review (Optional):** Radio buttons for 'Preview On Screen' and 'Send To Printer'.
- Step 6. Process FTIP Approval (Required):** An 'Approve FTIP' button.

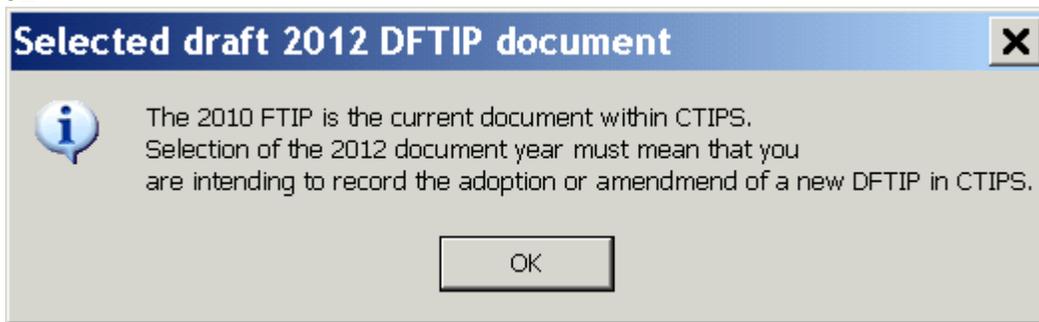
At the bottom of the panel is an 'Exit' button. The background of the application window features a large, stylized 'California Transportation Improvement Program' logo.

Step 1. Choose **Draft FTIP** radio button.

Step 2. **Select Document Year (Required)**. This is the currently active FTIP to be approved.

Note: The year of the FTIP in CTIPS is identified by the first year of the Federal Fiscal Year (FFY) the FTIP is updated (i.e.: 2012 FTIP for FFY 2012/13) while outside CTIPS, the FTIP/FSTIP is identified by the second year of the FFY the FSTIP is updated (i.e.: 2013 FTIP/FSTIP for FFY 2012-13).

When you choose 2012 as the Document Year, you will see the following Dialog box:
02



Step 3. **Select Approval Category (Required)**.

- There are two Options to choose.
- Select Approve Adoption to approve the Adoption
- Select Approve Amendment to approve an amendment. When you select the Approve Amendment radio button, you will see a pull down menu appear to the right to select the available amendments for approval.

Step 4. **Enter Approval Date (Required)**. This is the date the MPO Board approved the project(s). This date only needs to be entered if the MPO is ready to proceed with Steps 5 and 6 for FTIP MPO Approval.

Step 5. **Review (Optional)**. This step is optional, but highly recommended. We strongly advise reviewing the project(s) before final processing to ensure accuracy. When you click on the **Preview On Screen** radio button, you will see the following screen with the list of projects that are included in your approval action.

Report Designer - ftpaprv.frx - Page 1 - CTIPS (California Transportation Improvement Program System)

File Edit View Actions Tools Help

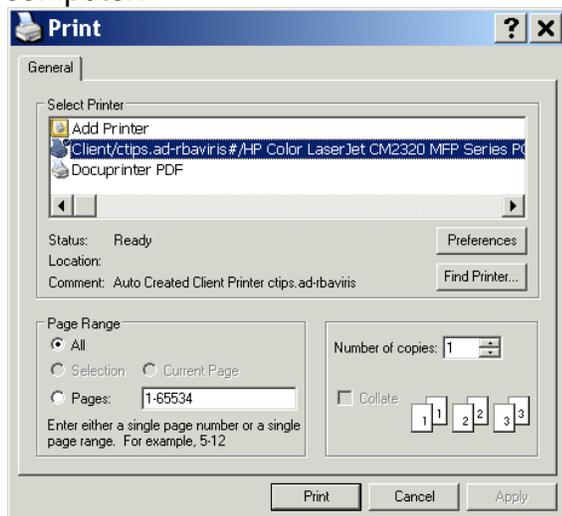
FTIP Projects Ready For MPO Approval For Amendment No. .0

MPO Id	Element	Dist.	County	Description	No Funds	Total Project \$\$	Ctips Id
		03	PLA	From Route 80 to Route 70. Develop Aesthetic Corridor		\$0	1-30-0000-2111
QAL20452		03	SUT	In Sutter County near Tudor from 1.8 miles north of Willson		\$0	1-07-0000-0861
QAL17240	State	03	PLA	Placer County, State Route 65. Construct a 4-lane		\$0	1-07-0000-0074
QAL17350	State	03	SUT	Near Rio Oso - Route 99 to Bear River Bridge, Route 70		\$0	1-07-0000-0118
QAL15881	State	03	YOL	Phase 2 - Construct northbound I-5 to southbound SR 113		\$0	1-07-0000-0231
ELD15630	State	03	ED	Interchange Improvements: this final phase constructs new		\$0	1-07-0000-0232
QAL18190	State	03	ED	Construct an undercrossing, median barrier, modify local		\$0	1-07-0000-0233
QAL18350	State	03	SUT	Near Yuba City, SR99, Central Ave. to O'Banion Rd.: widen		\$0	1-07-0000-0260
SAC20580	State	03	SAC	In Galt: A & C Streets, Boessow Road at SR 99; Replace		\$0	1-07-0000-0307
SAC22660	State	03	SAC	In Sacramento, SR 160 at Richards Boulevard: install		\$0	1-07-0000-0322
YOL15800	State	03	YOL	In West Sacramento, US 50, Harbor Blvd Interchange:		\$0	1-07-0000-0353
ELD16060	State	03	ED	Construct westbound access ramp from Fay Lawyer Drive		\$0	1-07-0000-0439
QAL16790	State	03	SAC	In Sacramento County and Rancho Cordova, on US 50:		\$0	1-07-0000-0450
SAC19890	State	03	SAC	US 50 at Empire Ranch Road: Construct 4 lane interchange		\$0	1-07-0000-0476
SAC18380	State	03	SAC	Extend Cosumnes River Boulevard from Franklin to Freeport		\$0	1-07-0000-0477
QAL17660	State	03	SUT	Near Yuba City, Route 99 from Nicholas Ave/Garden		\$0	1-07-0000-0493
SUT16950	State	03	SUT	In Sutter and Sacramento Counties, SR 99 at Rego Road,		\$0	1-07-0000-0494
SAC18150	State	03	SAC	In Sacramento County, I-5 @ Metro Air Parkway near		\$0	2-07-0000-0019
SAC19350	State	03	SAC	In Sacramento County: at U.S. 50 and Watt Ave., modify the		\$0	2-07-0000-0048
SAC18170	State	03	SAC	Sacramento, Richards Blvd. and I-5; reconstruct interchange		\$0	2-07-0000-0243
YOL15900	State	03	YOL	Jefferson Blvd interchange--expand the ramps and signals		\$0	2-07-0000-0268
YUB15580	State	03	YUB	South of Marysville, SR 65 at Forty Mile Road Interchange:		\$0	2-07-0000-0302
PLA19510	State	03	PLA	East of Rocklin, Intersection of State Route 65 and Sunset		\$0	2-07-0000-0412
YUB15360	State	03	YUB	Hwy 70 / Feather River Blvd. interchange: signalized		\$0	2-07-0000-0493
QAL17510	State	03	PLA	In and near Colfax; from Route 174 to Magra Overhead -		\$0	2-07-0000-0504
QAL17150	State	03	SAC	In Sacramento, SR 99 from 0.2 miles south to 0.2 miles		\$0	2-07-0000-0621
QAL18731	State	03	PLA	Placer County, I-80 Near Blue Canyon, from Nyack to		\$0	2-07-0000-0630
QAL18732	State	03	PLA	Placer County, I-80 Near Blue Canyon and Cisco Grove,		\$0	2-07-0000-0631
QAL18733	State	03	PLA	Placer County, Near Gold Run: Rehabilitate Gold Run		\$0	2-07-0000-0632
QAL18734	State	03	PLA	In Placer County - Rainbow Kingvale - rehabilitate		\$0	2-07-0000-0633

Print Preview

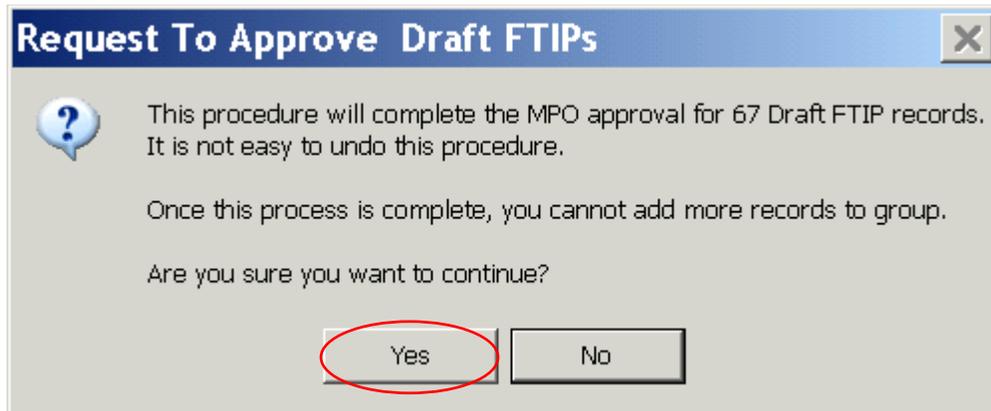
ftipaprv [q:\ctips\temp\vdereve\ftipaprv.dbf] Record: 270/819 Exclusive

You also have an option to send it to the printer. When you choose the **Send To Printer**, you will see the following **Print** dialog box. This dialog box may look different on your computer.



Step 6. Process FTIP Approval (Required): Click on **Approve FTIP** to complete the approval process. You will see

Once you click **Approve FTIP** button for 2012 Draft FTIP, you will see the following message. Select **Yes**.



Then select **OK**. This will complete the approval process for the Draft FTIP.



Note: This just approved your document in the Draft FTIP and will still need to be transferred to the Current FTIP area. Next step will explain that process.

Admin Approval

MPOs are given the ability to do **Administrative Modifications** to FTIP projects. These modifications must be consistent with the requirements in 23 CFR 450. An **Administrative Modification** only requires MPO and State approval (only if an MPO has not received delegated authority from the State) and when viewed in CTIPS, the approval dates for the State and Federal will be the same.

For the criteria for Administrative Modifications, see the link below:

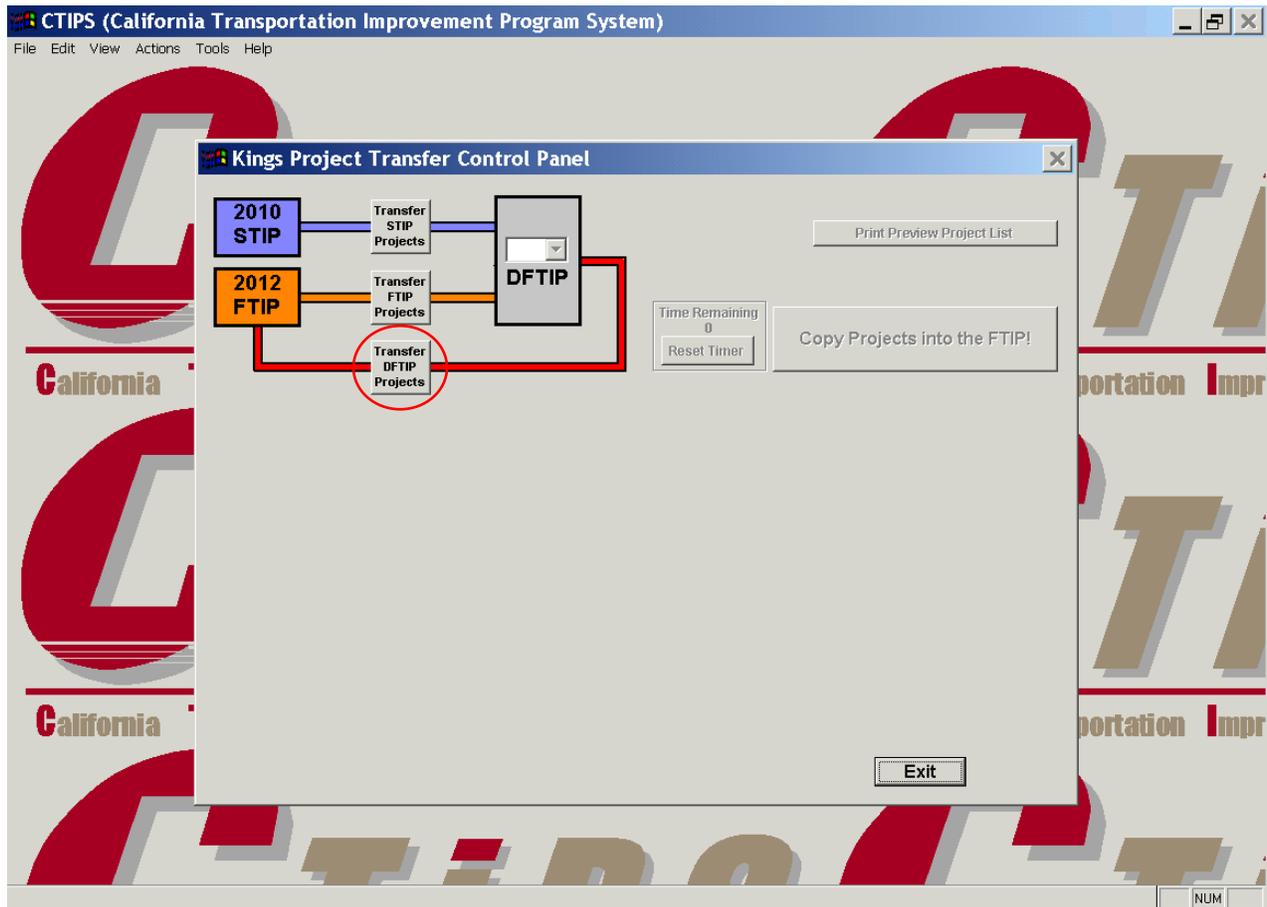
http://www.dot.ca.gov/hq/transprog/federal/fedfiles/res_publications/rev_amend_proc.pdf

Chapter 7 How to Transfer Project(s) from Draft FTIP to FTIP

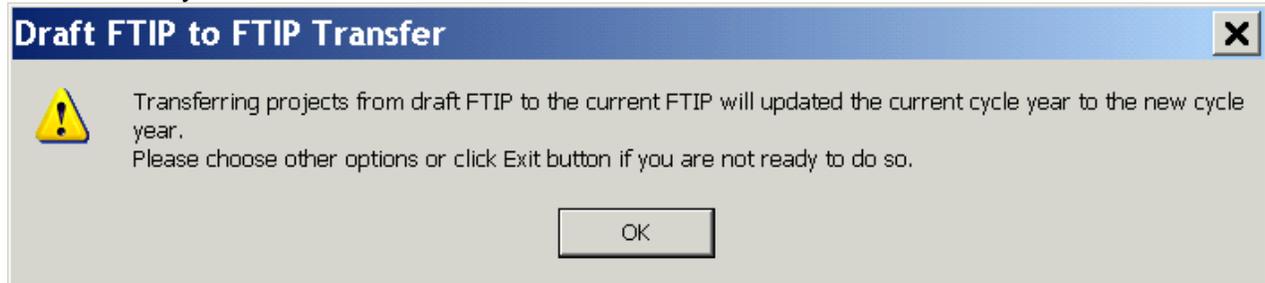
STOP: For the upcoming 2012/2013 FSTIP Cycle, Office of Federal Transportation Management Program (OFTMP), Caltrans will perform the Draft FTIP to FTIP transfer. The information in this Chapter 7 is for your information only)

Now that you have approved the projects in 2012 Draft FTIP, wait for FHWA/FTAs approval of FSTIP (probably in December 2012) and a notification from the Office of Federal Transportation Management Programming (OFTMP) in the Division of Transportation Programming. Once FHWA approves your FTIP as a part of the 2013 FSTIP and an OK from OFTMP, you can move these projects from DFTIP to the 2012 FTIP using the transfer screen once again.

Select the **Transfer DFTIP Projects** (red line) button. You can get to this Transfer Control Panel using the same **Get from STIP/FTIP (batch process)** option or from **Actions→FTIP Management → Transfer to/from FTIP**.



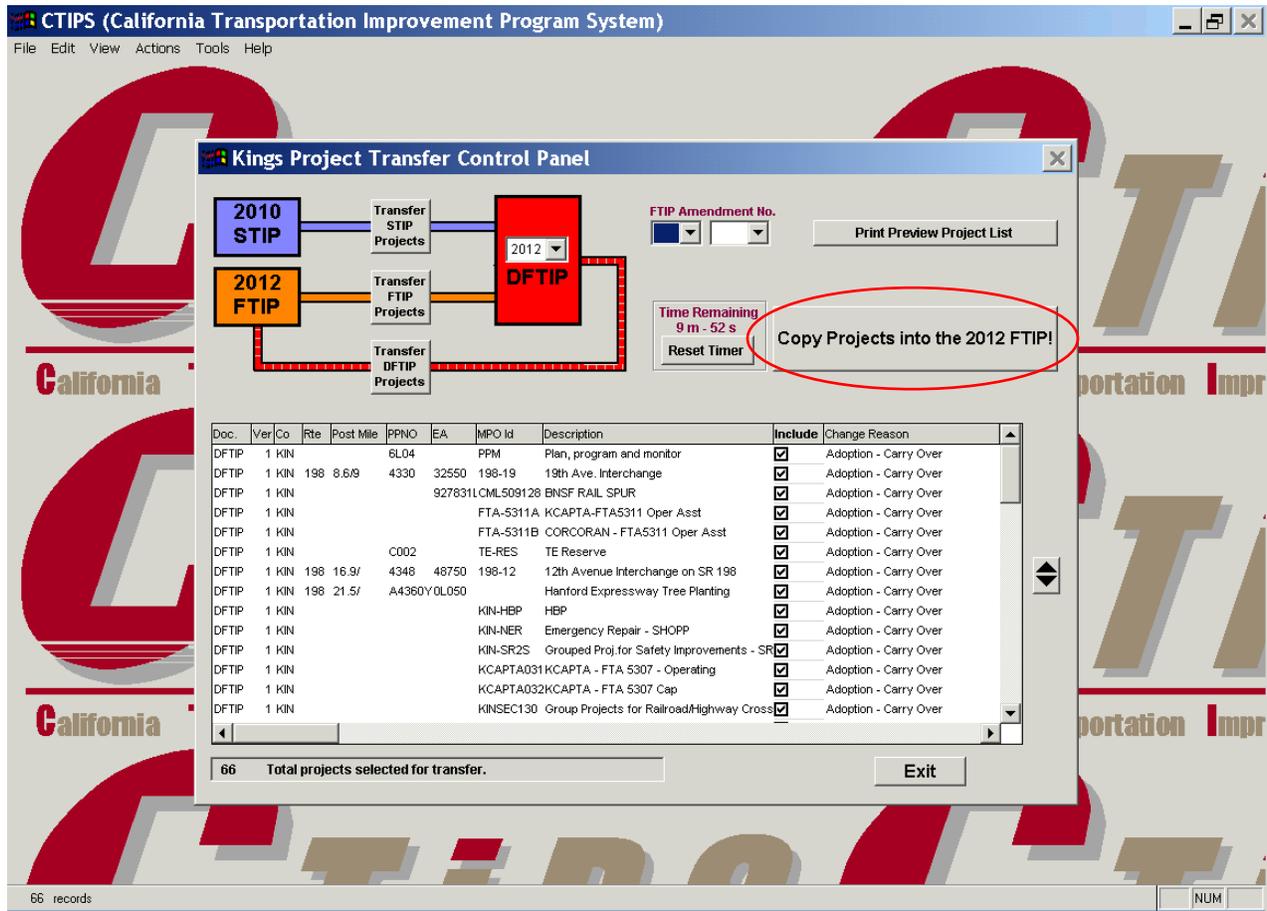
Once you select the **Transfer DFTIP Projects** button, you will see the direction of the transfer (from DFTIP to FTIP). Also, you will see the following Dialog box describing the Document Cycle.



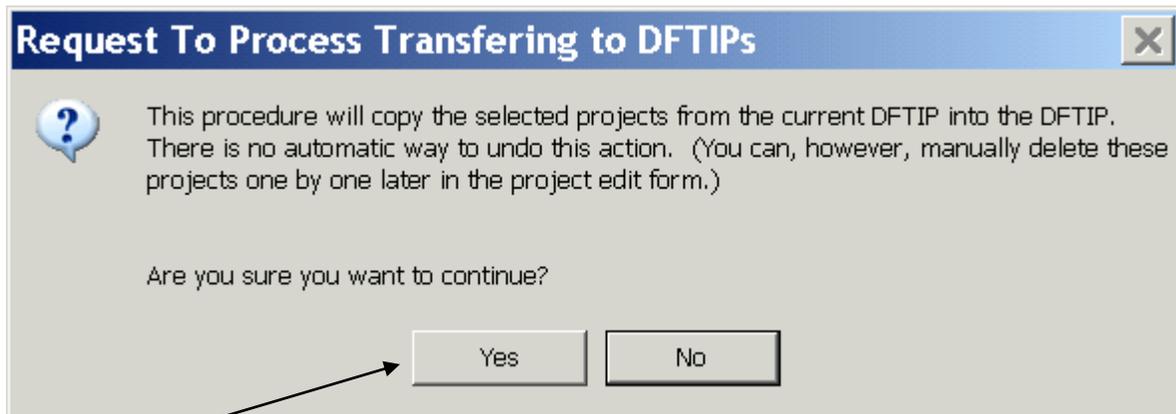
Choose **2012** cycle from the DFTIP pull down menu. The following screen will appear explain the transfer process and the 10 minute time limit.



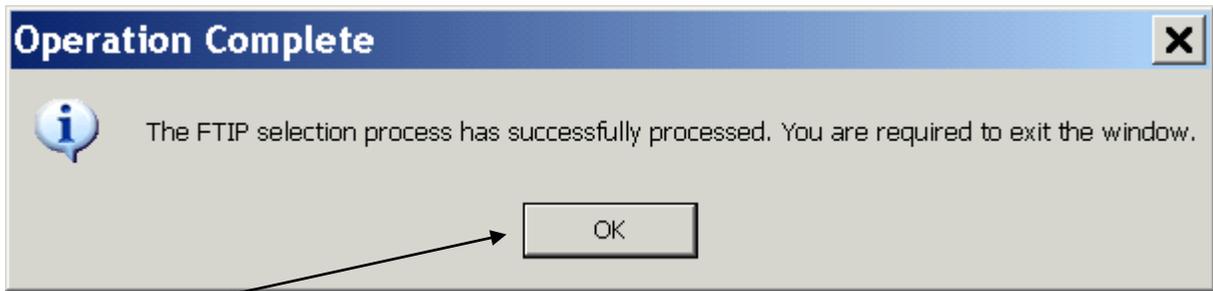
Select **OK** and the following screen will appear.



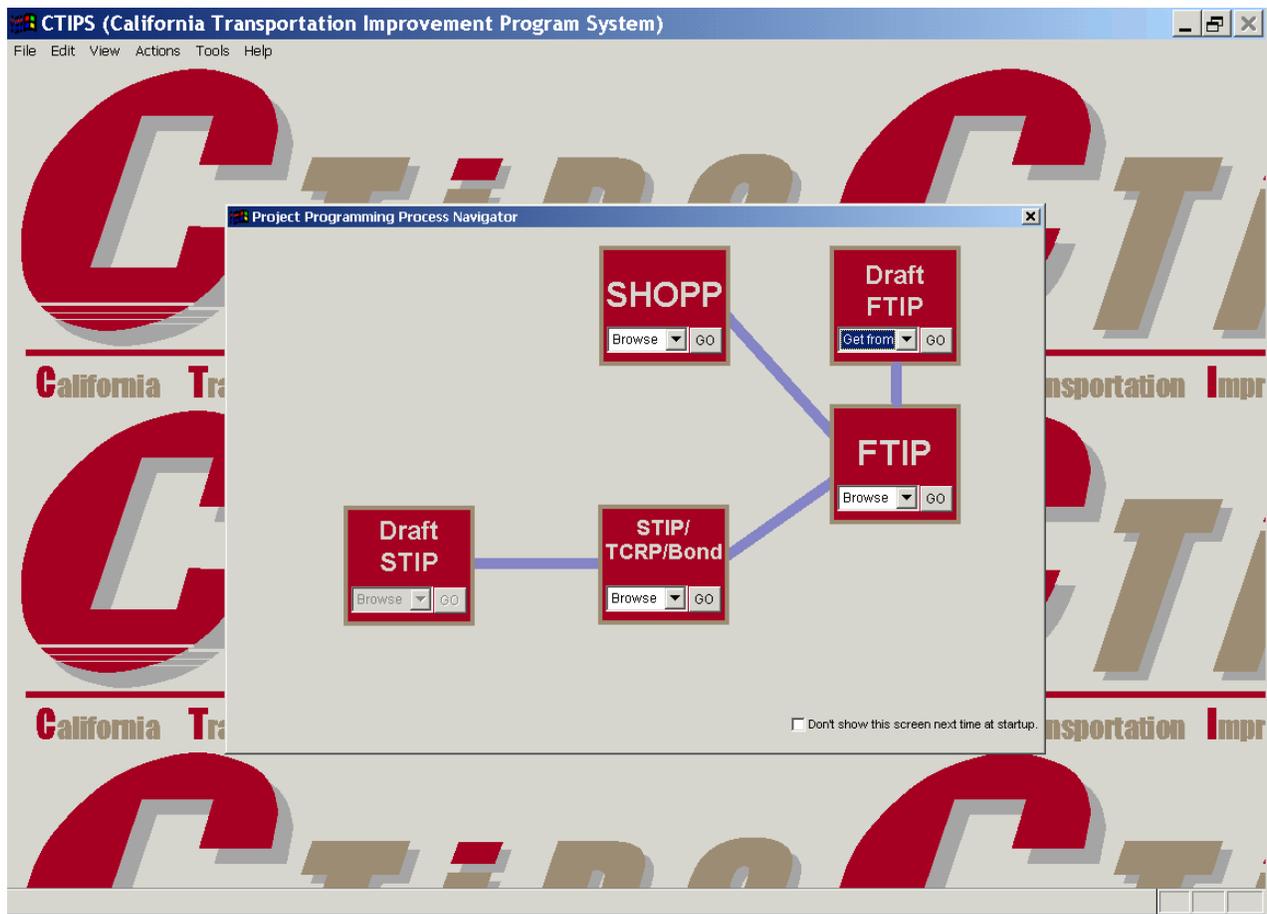
The screen above shows all the projects that are ready to be moved from DFTIP to 2012 FTIP. Take a look at the Cycle year for FTIP and DFTIP. It should show 2012 for both since we are transferring 2012 DFTIP to 2012 FTIP. Now select **Copy Projects into the 2012 FTIP!**. Note that on the left side, the box now shows 2012 FTIP. The following dialogue box will appear.



Select **Yes** to confirm the transfer. The following screen confirms your action.



Select **OK** to close the above dialog box. The following Navigator screen will be displayed.

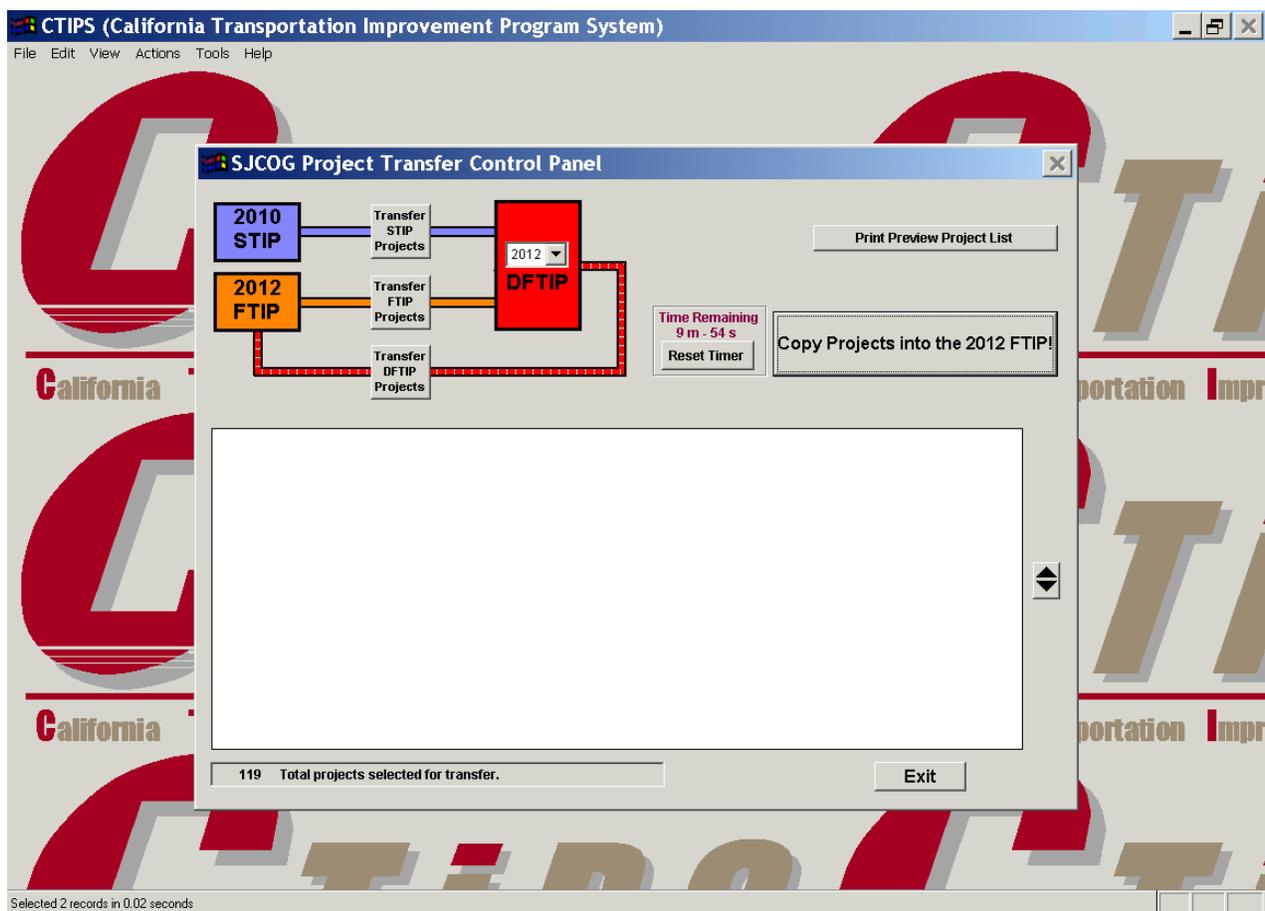


At this point you transferred all the 2012 Draft projects to the 2012 FTIP and you are ready to manage the new 2012 FTIP in the conventional way.

Special situation: Please note that if you have an Active version for a project in the 2010 FTIP for a project that is in 2012 DFTIP, you will see the following message:



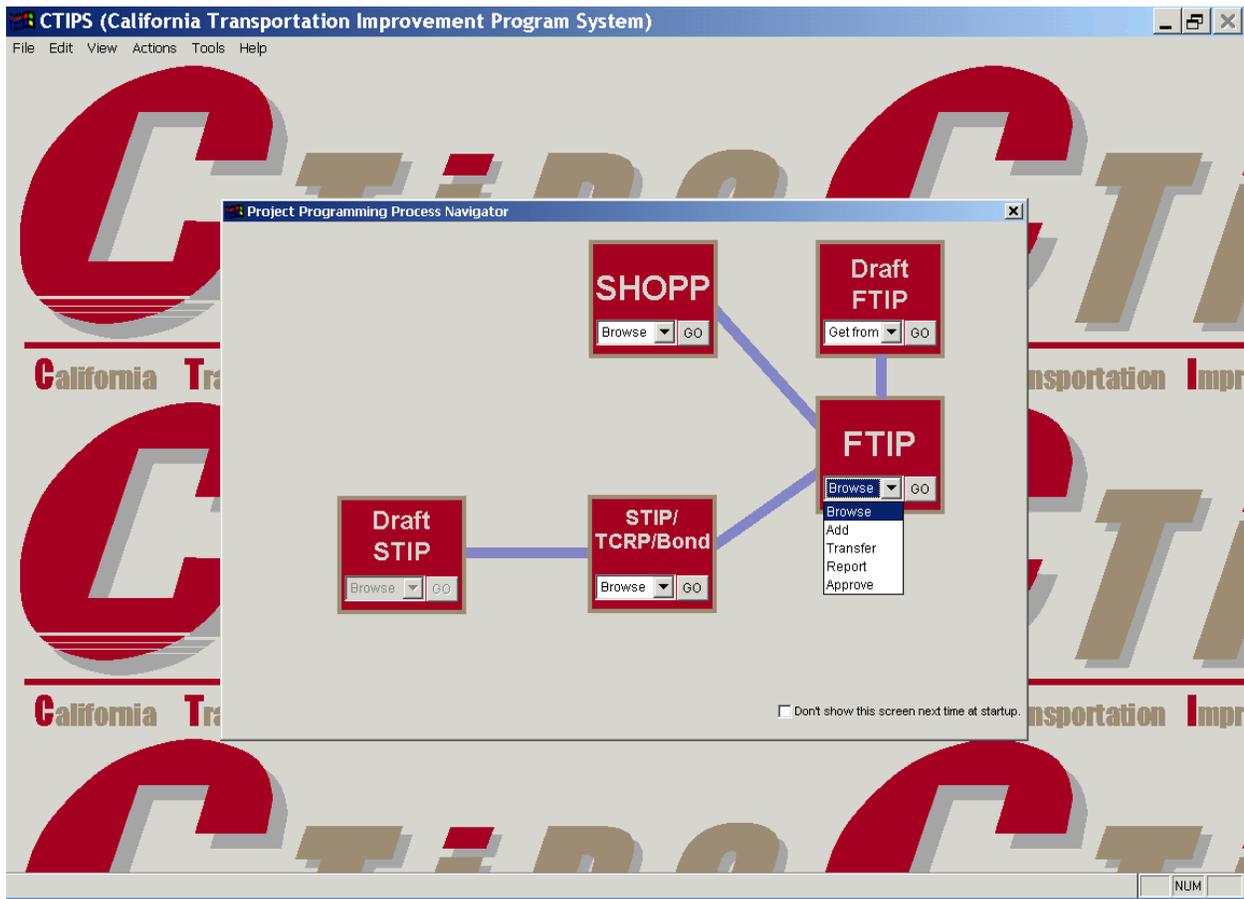
When you click OK, you will see the following screen



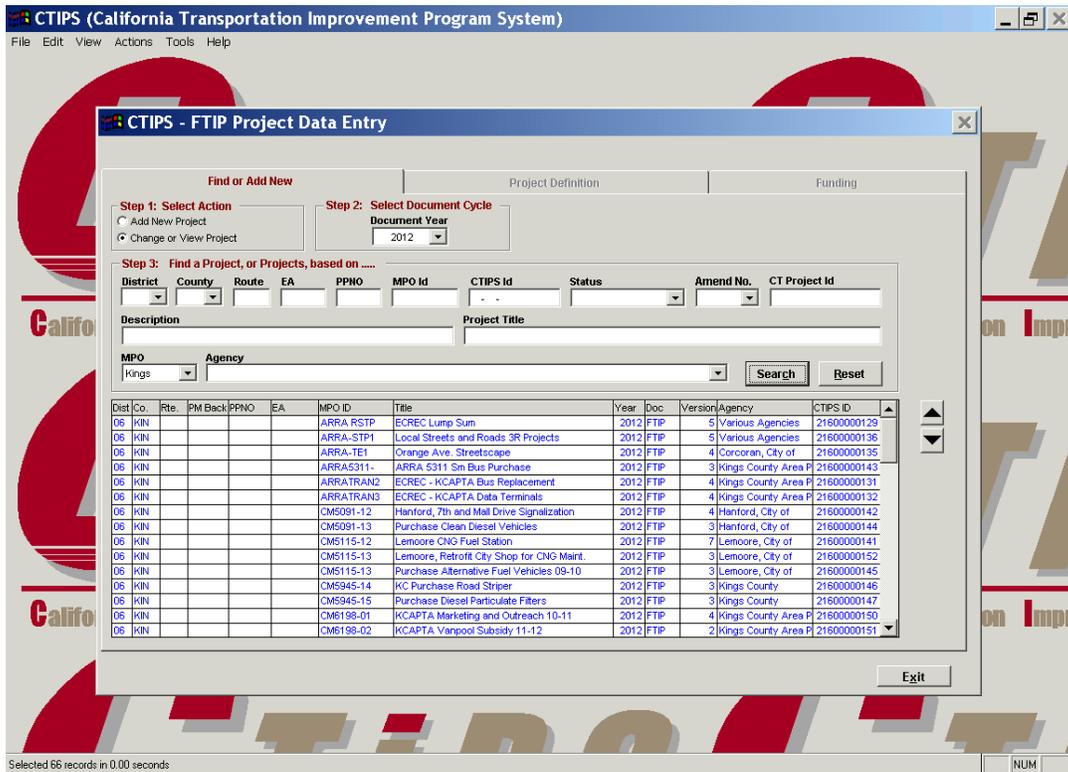
Click Exit to close the window.

The above message indicates the transfer is not complete and you have to go back to 2010 FTIP and change the Active version to Official version or delete the Active version (if that active version is not necessary) and then go through the transfer process again.

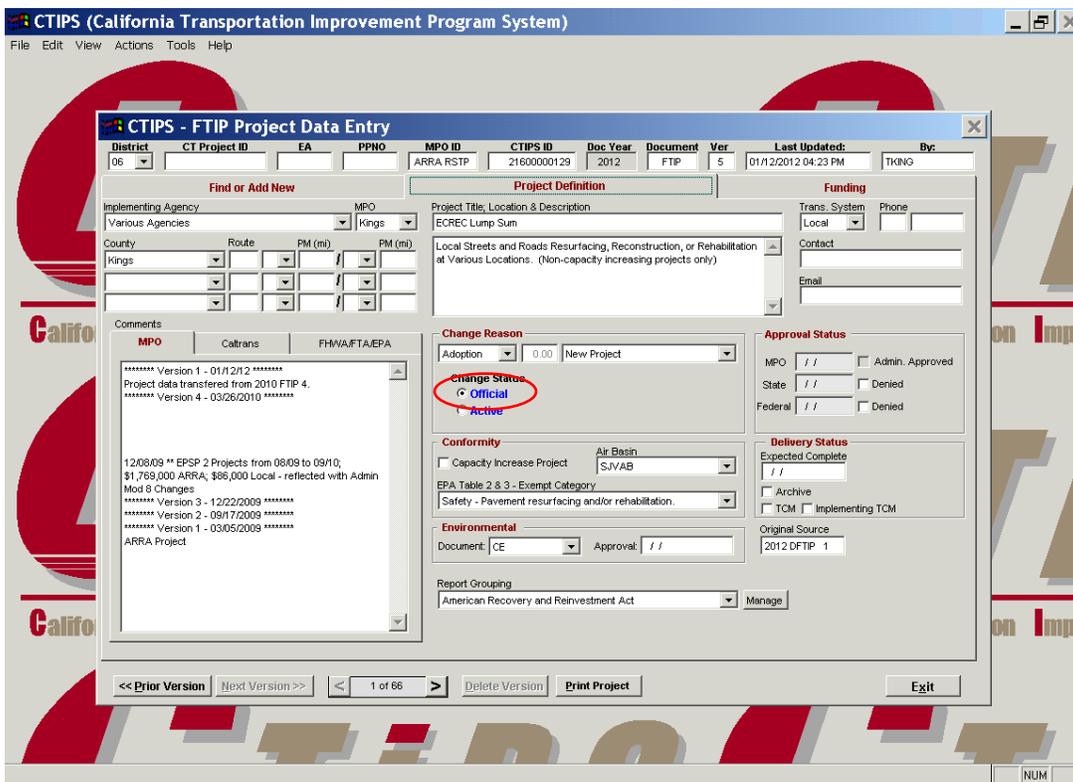
Now, let's go to 2012 FTIP and see if those projects were transferred by choosing the **Browse** option in the following screen.



Now you will see that all projects are transferred to 2012 FTIP.



Now click on any project and you will see that it is an Official project in 2012 FTIP.



A new folder called **Draft FTIP** has been added to the **Report Catalog** FTIP section to hold Draft FTIP reports.

Note: Only a few selected reports from the FTIP section have been included thus far.

